



# User Guide

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## NCCDPHP Chronic MIS Navigation and Page Layout

This section provides information about navigating within the NCCDPHP Chronic MIS sections and describes the format and uses of the various page types within the system.

### NCCDPHP MIS Navigation

The system has tabs at the top of each page that are used to navigate the various sections of the MIS. Each tab covers a different topic and contains one or more sections that are used to view, enter or update information.

The screenshot displays the NCCDPHP Chronic MIS interface. At the top, the CDC logo and text 'Centers for Disease Control and Prevention' are visible. Below this, the title 'Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)' and 'Arizona Department Of Health Services' are shown. A row of navigation tabs is highlighted with an orange oval: 'System Admin', 'FOAs & Recipients', 'Program Information', 'Resources', 'Financial', 'Planning', and 'Action Plan'. To the right of these tabs are links for 'My Reports', 'Help', and 'Log Out'. Below the tabs, the 'Contact Information' section is visible, showing '2009-2010 Program Information' and a dropdown menu for 'Year: 2009-2010' with a 'Go' button. Further down, the 'Contact Information' section is expanded, showing 'Organization Name: Arizona Department Of Health Services' and 'Grantee Number: 796'.

### Page Types

There are six types of pages used in NCCDPHP MIS.

1. Summary page: Lists one or more similar items, such as staff member names. Summary pages are used to access all information for each section.
2. Add page: Allows input of new information.
3. Edit page: Allows modification of existing information.
4. View page: Displays existing information. Information cannot be updated on view pages.
5. Delete page: Allows for confirmation of a delete.
6. Attachments page: Allows the uploading of file attachments.



**Note**

Only Users with Full Access will be able to access all types of screens. Users with 'Read Only' access will only be able to access the Summary and View screens.

The tabs and sections visible to each user is based their access level. Most users will only have access to the tabs listed on the right of the FOA & Recipients tab (Program Information, Resources, Financial, Planning, Action Plan, etc.)

## Page Layout

The pages have several features in common:

- The **Program and Grantee Names** are displayed at the top left side of each page.
- The **Budget Period** is displayed at the top right of all summary pages. The budget year always defaults to the current year.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

My Reports Help Log Out

System Admin FOAs & Recipients Program Information Resources Financial Planning Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources \*Required

Edit Personnel Last Updated: 06/30/2010

- **Required information** is displayed with an asterisk (\*) to the left of the field name.

System Admin FOAs & Recipients Program Information Resources Financial Planning Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources \*Required

Edit Personnel Last Updated: 06/30/2010

Position Details

\*Position: Program/Project Manager/Director  
Other (specify):

Program/Project Coordinator/Specialist Type: Select one

\*Position Status: ☐ Vacant ☒ Filled

\*Position Description: Project Management Services  
Characters: 27 / Maximum: 500

- **Error messages** are displayed at the top of the page. All errors must be corrected before the information can be saved.

### 2009-2010 Resources

\*Required

Please correct these errors before continuing:  
Status - is required. Please make a selection.  
Partner Name is required. Please enter information.

#### Partner

\*Status:

☐ Active   
☐ Inactive

#### Search for Existing Partner

\*Find Partner:

Type Partner Name to see matching Partners [Reset Name & Details](#)

\*Partner Name:

- Links to add, edit, view or delete information, upload attachments, or return to a previous page are displayed in blue and underlined (similar to any type of Internet hyperlink). The edit, view, and delete links are usually displayed to the right of the entry.
- Links to add information are usually located at the top left, next to the section name in the header bar
- Every page has a link to the online Help and to the My Reports option (see [ ] for more information on My Reports)
- Every page is printable

### 2009-2010 Resources

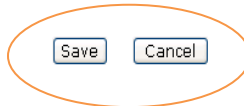
Year: 2009-2010

#### Personnel [add](#)

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
	Other - Worksite Wellness - RN			Vacant	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

- **Save** and **Cancel** buttons are usually located at the bottom of each enter and edit page. Click on 'Cancel' to discard any changes. Click on 'Save' to save information.

Association to Action Plan	Type	Status	Time Frame
No activities assigned.			



- *If any fields on the page are incomplete or invalid when the 'Save' button is clicked, the system will display an error message. The invalid fields must be corrected before the information can be saved.*

<p>Important</p>	<ul style="list-style-type: none"> <li>▪ If you navigate away from a page without clicking the 'Save' button, all changes will be lost.</li> </ul>
------------------	--

## Entering Information


The Chronic MIS uses five methods for entering information:

- Check boxes
- Text boxes
- Radio buttons
- Drop down lists
- File uploads

### Text Boxes

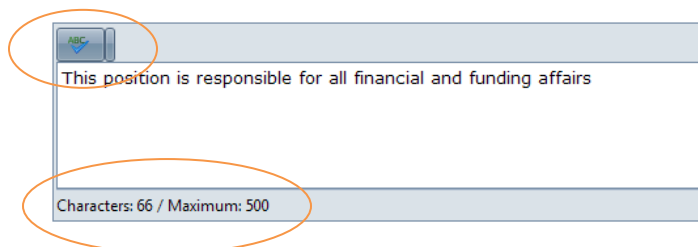
Text boxes are used for questions that are open ended. Text boxes allow you to enter free form text. You can use the keyboard to enter information or copy and paste information from another document into text boxes.

Each text box accommodates a limited number of characters/words which varies depending on the amount of information requested. The maximum number of characters is displayed at the bottom of each text box. A count of the characters used is also displayed and incremented as text is entered.

**Spell-check** feature is included in each text box. Click on the spell check icon  in the upper left corner of the text box to start the spell-checker. This functions much like the spell checker in Word. Misspelled words are highlighted in yellow and a list of replacement words is displayed with the option to change or ignore the misspelled word.

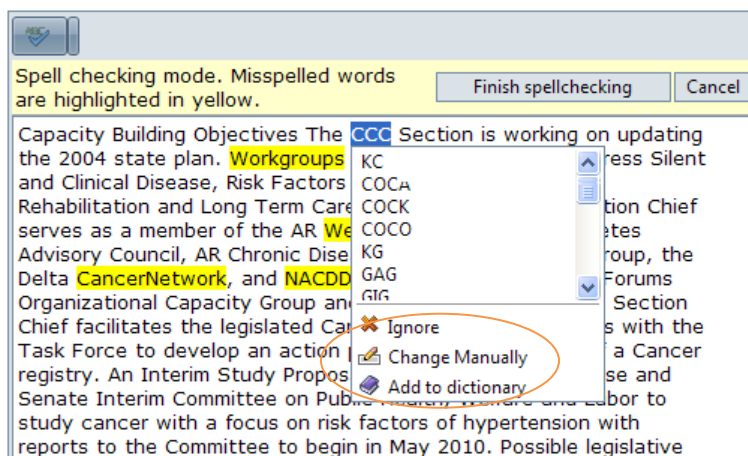
Text Box Examples:

\*Position Description:



This position is responsible for all financial and funding affairs

Characters: 66 / Maximum: 500



Spell checking mode. Misspelled words are highlighted in yellow. Finish spellchecking Cancel

Capacity Building Objectives The **CCC** Section is working on updating the 2004 state plan. **Workgroups** KC  
and Clinical Disease, Risk Factors COCA  
Rehabilitation and Long Term Care COCK  
serves as a member of the AR **We** COCO  
Advisory Council, AR Chronic Dise KG  
Delta **CancerNetwork**, and **NACDD** GAG  
Organizational Capacity Group and **rig**  
Chief facilitates the legislated Car  
Task Force to develop an action **✗ Ignore**  
registry. An Interim Study Propo **Change Manually**  
Senate Interim Committee on Pub **Add to dictionary**  
study cancer with a focus on risk factors of hypertension with  
reports to the Committee to begin in May 2010. Possible legislative

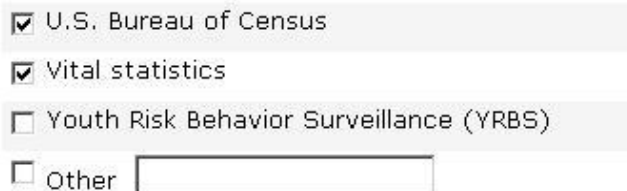
## Check Boxes

Check boxes are used for questions that allow more than one response option. Check boxes allow you to select multiple responses from a list of several response options. Whenever check box options are displayed, you may select all the options that apply. In cases where you can check only a certain number of boxes, additional instructions will be included below the field name.

To check an option, click inside the check box and a check mark will appear in the box. To uncheck a selected option, click inside the check box again and the check mark will be removed.

For most check box lists, the last option is an 'Other' check box that allows you to add one or more items that are not in the check box list. When you select an 'Other' check box, you must specify the other items in the text box provided.

Check Box Example:



A list of four check boxes. The first two are checked, and the last two are unchecked. The 'Other' option has an adjacent text input field.

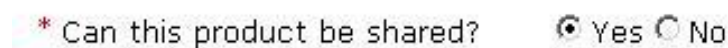
- ☒ U.S. Bureau of Census
- ☒ Vital statistics
- ☐ Youth Risk Behavior Surveillance (YRBS)
- ☐ Other

## Radio Buttons

Radio buttons are used for questions that require only one response option to be selected. Radio buttons allow you to select one response option from a list of two or more response options. A common example is when there is a question requiring a Yes or No answer.

To select a radio button, click inside the circle. A dot will appear in the circle. To change the selection, click inside the other circle. The dot will be removed from the one circle and appear in the other.

Radio Button Example:



A question with two radio button options. The 'Yes' option is selected.

\* Can this product be shared? ☒ Yes ☐ No

## Drop-down Lists

Drop down lists are used for questions that require only one response option to be selected. Drop-down lists display several items from which you can select only one item.

To select an item from a drop-down list, you simply click the down arrow in the box and select the desired item from the displayed list. You can scroll up or down a displayed list to view all the items displayed on a list before selecting one.

Most drop-down lists in the Chronic MIS are static lists. That is, they are pre-populated with information and you cannot change the lists. However, some of the drop-down lists are dynamic lists. These are the drop-down lists that contain information like personnel members or partners. They are referred to as dynamic because they are created solely from the names you enter into the Chronic MIS and are updated every time you add a new name.

#### Drop-down Example:

The screenshot shows a web form titled "Position Details" with several fields. The "Position" field is highlighted, and a dropdown menu is open, displaying a list of job titles. The list includes: Administrative Support, Business/Financial Official, Communication Specialist, Data Analyst, Epidemiologist, Evaluator, Health Educator, Information Technology Specialist, Principal Investigator, Program/Project Manager/Director, Program/Project Coordinator/Specialist, Policy Analyst, and Other (specify). The "Other (specify)" option is currently selected in the dropdown menu.

## Attachments

You can attach files into some sections of the Chronic MIS. Attaching a file is simply saving a copy of a document into the system. The maximum file size that can be uploaded is 10MB.

The procedure for uploading files is the same throughout the system. All the steps for uploading files are explained here as well as in the online Help.

The Chronic MIS can accommodate the following types of attachments:

- Microsoft Word (.doc)
- WordPerfect (.wpd)
- PowerPoint (.ppt)
- Excel (.xls)
- Adobe (.pdf)
- HTML (.htm or .html)
- rich text (.rtf)
- text (.txt)
- zipped (.zip).

Use of trade names is for identification only and does not imply endorsement by the U.S. Department of Health and Human Services.



Before uploading a document, it is recommended that you protect the document by making it a “read-only” file. This will prevent other users from unintentionally changing the document. (For further instructions on protecting files, consult your network support team or your word processing guide.)

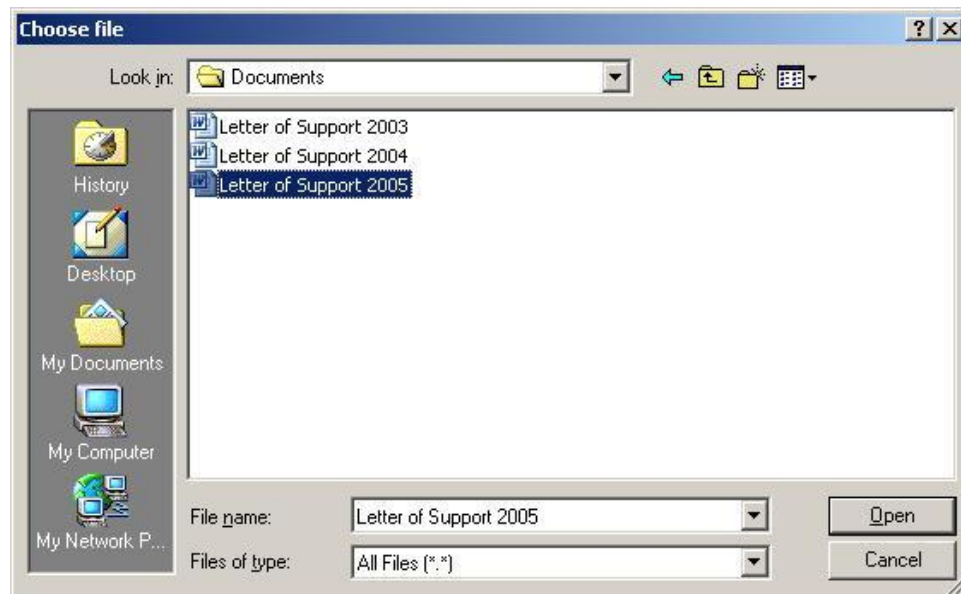
Any number of versions of a document can be uploaded. That is, when you update a document, such as a state plan, you can upload each version as it gets updated.

### Attaching Documents:

Use the ‘Browse’ button to search your local or network drives for the file to be attached. Use the following steps:

1. Click Browse.
2. Scroll through the list of folders that are displayed.
3. Double-click on the appropriate folder.
4. Click again on the file name of the document you want to upload.
5. Click the ‘Open’ button (or double click on the file name).

*This process is similar to the same process for attaching a file to an E-mail. An example of a dialog box for selecting a folder is displayed below.*



*After clicking the ‘Open’ button, the document’s entire path and file name is displayed in the ‘File’ text box within the Chronic MIS.*

## Using the My Reports Option

---

### Generating Reports

When you “print” a report (e.g., action plan summary report, interim progress report), the report is sent to a processing queue. As the report is processing, you can continue with your work in the MIS. To check the status of a printed report and download it, click the My Reports option.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources Year: 2009-2010 Go

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	view   edit   delete
	Other - Worksite Wellness - RN			Vacant	view   edit   delete
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filed	view   edit   delete
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filed	view   edit   delete

## The My Reports Pop-up List

Clicking My Reports displays the My Reports pop-up list, which shows all generated reports that are processing or have completed processing and are available for download. Click the Download link to open a report file or save it locally.

Chronic Disease MIS: Healthy Communities Program: ACHIEVE  
National Association Of County & City Health Officials (Category B)

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan

CAPs | Mentored Community | CHANGE Tool | Assessment

2012-2013 Community Information Year: 2012-2013

Community Action Plan Summary

Report	Submitted	Available Until	
Community Action Plan Report	10/04/12 9:57 AM EST	10/04/12 10:57 AM EST	Download (PDF 8.6 KB)
Action Plan Report	10/04/12 9:56 AM EST	10/04/12 10:56 AM EST	Download (PDF 71 KB)
Community Action Plan Report	10/04/12 9:53 AM EST	10/04/12 10:53 AM EST	Download (PDF 8.6 KB)

Close Report

Add Community No information entered.

Community No information entered.

### Note the following:

- The My Reports option is available for all reporting years.
- Generated reports in the My Reports list are available until the “Available Until” time, which is 18 hours from the “Submitted” time (Eastern Standard Time), or until you click the “Download” link.
- If you generate the same report multiple times, the most recently generated document appears highest in the list.
- Final progress reports are still available under the Reports tab, but you can check the processing status in the My Reports list.

## Online Help

---

When you click on the online Help link, the Help for the current section will be displayed. Each Help screen provides you with a description of the section, general explanation of the screen, specific instructions for adding or editing information within the section, some examples for responses as appropriate, and definitions of terms and fields used in the section, as needed.

### Navigation

Once you are in the online Help, you can use the Hide Navigation Pane/Show Navigation links at the top right of each Help screen to toggle between displaying the navigation pane and hiding the navigation pane. The navigation pane provides an outline of the Help sections.

To show the navigation pane, click the *Show Navigation Pane* link. Click on any Help screen to access it.

**Quick Tip:** You can print any online Help screen by using the print function on your Web browser.

## Program Information Tab

**Introduction:** The Program Information tab is used to document and maintain program contact information, executive summary and identifies key personnel members for quick reference. The Program Information tab consists of two sections:

- **Contact Information** - used to maintain information about the grantee organization such as name, address, principal investigator, CDC project officer, and the Announcement & DUNS number.
- **Program Summary** – used to maintain the Grantee Type, Funding Level and the Executive Summary.

### Contact Information

#### View Contact Information

The View contact information page is the initial page displayed when the Program Information tab is selected. Information on the 'View' page is read-only and cannot be modified. Users with read-only access will not be able to select the 'edit' link.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin

FOAs & Recipients

Program Information

Resources

Financial

Planning

Action Plan

Help Log Out

Contact Information | Program Summary

2009-2010 Program Information

Year: 2009-2010 Go

Contact Information edit

View Contact Information

Organization Name:

Arizona Department Of Health Services

Grantee Number:

796

Announcement Number:

DP07-703

DUNS Number:

804745420

\*Telephone:

(846) 123-4567 ext. 123

FAX:

(846) 123-9101

Web Address:

http://www.arizona.gov

\*Program Mailing Address:

4815 W. Markham  
Slot 9  
Tempe, AZ 34511-1133

\*Program Shipping Address:

4815 W. Markham  
Slot 9  
Tempe, AZ 34511-1133

Principal Investigator:

Charles Levine  
(846) 332-6677  
clevine@acecorp.com  
  
4815 W. Markham  
Slot 9  
Tempe, AZ 34511-1133

Business/Financial Official:

Linda Day  
(846) 222-1234  
linday@ariz.gov

Program/Project Manager:

Andre West  
(846) 852-5455  
Awest@ariz.gov

CDC Grants Management Specialist:

Vivian F Walker  
(770)488-2077  
VWalker@cdc.gov

CDC Project Officer:

Name	Component	Email	Phone
Vicky D'alfonso	Comprehensive Cancer Control Program	VDalfonso@cdc.gov	(770)488-4243

Click on the 'edit' link to display the edit Contact Information page

## Edit Contact Information

To Edit Contact Information:

1. Click on the Contact Information 'edit' link to display the 'Edit Contact Information' page.
2. Click in the field to be edited or select a new value from a check list or drop down list
3. Type the new information in the field. If changing data in existing fields, delete or type over the old data.
4. Click the Save button to commit your changes.

**Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)**  
**Arizona Department Of Health Services**

[Help](#) [Log Out](#)

**System Admin** **FOAs & Recipients** **Program Information** **Resources** **Financial** **Planning** **Action Plan**

**Contact Information** | [Program Summary](#)

**2009-2010 Program Information** \*Required

**Edit Contact Information** Last Updated: 06/08/2010

Organization Name:

Arizona Department Of Health Services

Grantee Number:

796

Announcement Number:

DP07-703

DUNS Number:

804745420

\*Telephone:

846

123

4567

 ext. 

123

FAX:

846

123

9101

Web Address:

<http://www.arizona.gov>

\*Program Mailing Address:

\*Address Line 1

4815 W. Markham

Address Line 2

Slot 9

\*City, State Zip

Tempe

Arizona

34511

-1133

\*Program Shipping Address:

☒ Same as Program Mailing Address

\*Address Line 1

4815 W. Markham

Address Line 2

Slot 9

\*City, State Zip

Tempe

Arizona

34511

-1133

Principal Investigator:

Charles Levine

(846) 332-6677

[clevine@acecorp.com](mailto:clevine@acecorp.com)

☒ Same as Program Mailing Address

Address Line 1

4815 W. Markham

Address Line 2

Slot 9

City, State Zip

Tempe

Arizona

34511

-1133

Business/Financial Official:

Linda Day

(846) 222-1234

[linday@ariz.gov](mailto:linday@ariz.gov)

Program/Project Manager:

Andre West

(846) 852-5455

[Awest@ariz.gov](mailto:Awest@ariz.gov)

CDC Grants Management Specialist:

Vivian F Walker

(770)488-2077

[VWalker@cdc.gov](mailto:VWalker@cdc.gov)

CDC Project Officer:

Name	Component	Email	Phone
Vicky D'alfonso	Comprehensive Cancer Control Program	<a href="mailto:VDalfonso@cdc.gov">VDalfonso@cdc.gov</a>	(770)488-4243

Save

Cancel



- 
- The following fields are populated from existing CDC applications and cannot be edited by grantees. Please contact your CDC Project Officer to make updates to this information:
    - Organization Name
    - Grantee Number
    - Announcement Number
    - DUNS Number
    - CDC Grants Management Specialist
    - CDC Project Officer
  
  - The Principal Investigator, Business/Financial Official, Program/Project Manager cannot be changed in the Contact Information edit. They may be changed in the Personnel section of the Resources tab.
-

## Contact Information Field Instructions:

Field or Section	Instructions
<b>Organization Name</b>	The organization name defaults from EPMIS and cannot be changed.
<b>Grantee Number</b>	The grantee number defaults from an existing MIS database and cannot be changed.
<b>Announcement Number</b>	The announcement number defaults from an existing MIS database and cannot be changed.
<b>DUNS Number</b>	The DUNS number defaults from EPMIS and cannot be changed.
<b>Telephone*</b>	Enter the program's primary telephone number by entering the first three digits in the first text box, the next three digits in the second, and the last four digits in the third text box. Specify a five-digit extension number in the ext. field if one has been assigned to the program.
<b>FAX</b>	Enter the program's fax number by entering the first three digits in the first text box, next three digits in the second, and the last four digits in the third text box.
<b>Web Address</b>	Enter the program's full web site address, for example: <i>http://www.cdc.gov</i> .
<b>Program Mailing Address*</b>	Enter the program's mailing address as follows: <i>*Address Line 1:</i> Enter the first line of the address, for example, 100 Peachtree Street. Maximum text is 100 characters, about 20 words. <i>Address Line 2:</i> Enter the second line of the address if necessary, for example, Koger Center, First Floor. Maximum text is 100 characters, about 20 words. <i>City:</i> Enter the city, for example, Atlanta. Maximum text is 50 characters, about 10 words. <i>State:</i> Select a state from the drop-down list. <i>*City, State, Zip:</i> Enter the five-digit zip code in the first text box. Specify a four-digit extension of the zip code if necessary. Note: Address Line 2 and the four-digit zip code extension fields are optional.
<b>Program Shipping Address*</b>	Select the <i>Same as Program Mailing Address</i> text box if the program mailing address is the same as the program shipping address. The system populates the shipping address fields with the previously entered mailing address. If the mailing address and shipping address are not the same, complete the shipping address fields as follows: <i>*Address Line 1:</i> Enter the first line of the address, for example, 100 Peachtree Street. Maximum text is 100 characters, about 20 words.

*Address Line 2:* Enter the second line of the address if necessary, for example, Koger Center, First Floor. Maximum text is 100 characters, about 20 words.

*City:* Enter the city, for example, Atlanta. Maximum text is 50 characters, about 10 words.

*State:* Select a state from the drop-down list.

*\*City, State, Zip:* Enter the five-digit zip code in the first text box. Specify a four-digit extension of the zip code if necessary.

Note: Address Line 2 and the four-digit zip code extension fields are optional.

**Principal Investigator**

The Principal Investigator's name, telephone number, and E-mail address defaults from the Personnel section and cannot be changed. If no principal investigator name exists in the Personnel section, this field displays "No information entered".

**Business/Financial Official**

The Business or Financial Official's name, telephone number, and E-mail address defaults from the Personnel section and cannot be changed. If no principal investigator name exists in the Personnel section, this field displays "No information entered".

**Program/Project Manager**

The Program Director's name, telephone number, and E-mail address defaults from EPMIS and cannot be changed.

**CDC Grants Management Specialist**

The CDC Grant Specialist's name, telephone number, and E-mail address defaults from EPMIS and cannot be changed.

**CDC Project Officer**

The CDC Project Officer's name, telephone number, and E-mail address defaults from EPMIS and cannot be changed.

**Save**

Click *Save* to save the information you entered. The system saves the information and returns you to the View Contact Information page. If any fields on the page are incomplete or invalid when you click *Save*, the system displays an error. Correct all invalid fields and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and re-display the View Contact Information page.

\* = Required field

**Program Summary**

**Edit Program Summary:**

1. From the Program Information Tab, click on the Program Summary page.
2. Click on the Program Summary 'edit' link to display the 'Program Summary Edit' page.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | **Program Information** | Resources | Financial | Planning | Action Plan

Contact Information | **Program Summary**

2009-2010 Program Information      Year: 2009-2010      Go

**Program Summary** [edit](#)

**Program Summary**

\*Grantee Type: State/District of Columbia

\*Funding Level: Implementation

Optional Funding: - Colorectal Cancer

3. Click in the field to be edited or select a new value from a check list or drop down list. To update the Executive Summary, type the new information in the text field or cut and paste text from an existing document.
4. Click the Save button to commit your changes.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | **Program Information** | Resources | Financial | Planning | Action Plan

Contact Information | **Program Summary**

2009-2010 Program Information \*Required

**Edit Program Summary** Last Updated: 06/08/2010

\*Grantee Type: ☒ State/District of Columbia  
☐ Tribe/Tribal Organization  
☐ Territory/Pacific Island Jurisdiction

\*Funding Level: ☒ Planning ☐ Implementation

Optional Funding: ☒ Colorectal Cancer  
☐ Ovarian Cancer  
☐ Prostate  
☒ Skin Cancer

\*Executive Summary:

**Click to Spell Check**

**You may cut and paste text from another document into the text box**

Capacity Building Objectives The CCC Section is working on updating the 2004 state plan. Workgroups have been formed to address Silent and Clinical Disease, Risk Factors for Adults and Children, Rehabilitation and Long Term Care and Advocacy. The Section Chief serves as a member of the AR Wellness Coalition, the Diabetes Advisory Council, AR Chronic Disease Forum Coordinating Group, the Delta CancerNetwork, and NACDD CV Council and National Forums Organizational Capacity Group and Coordinating Board. The Section Chief facilitates the legislated Cancer Task Force and works with the Task Force to develop an action plan for implementation of a Cancer registry. An Interim Study Proposal was passed by the House and Senate Interim Committee on Public Health, Welfare and Labor to study cancer with a focus on risk factors of hypertension with reports to the Committee to begin in May 2010. Possible legislative actions to promote the reduction of hypertension and other cancer risk factors will be a result of the study. The agency's health disparities (STAR for Health) kicked off in July 2009. Nine community health workers were hired and are working in the three adjoining Delta counties. Invitations will be sent to 180 health providers to attend two 2-hour CME Hypertension Updates scheduled this spring.

Characters: 1294 / Maximum: 5000

Save Cancel

## Resources Tab

### Introduction:

The Resources Information tab contains the following sections:

- **Personnel** – used to maintain information for key personnel members who perform essential program functions.
- **Partnerships/Coalitions (used by the Comprehensive Cancer Control FOA only)** - maintain information about the partnerships and coalitions in your program. Coalitions are groups of stakeholder organizations that are established to assist in the formulation of plans, guide project activities, and identify additional financial resources for this project.
- **Partners** - maintain information about organizations or persons that collaborate with the recipient to accomplish program work
- **Contracts/Consultants** - maintain information about the contracts and consultants for your program. Contracts and consultants are individuals or organizations that receive funds in exchange for program specific work; they are not “state outsourced contractors”.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

Arizona Department Of Health Services

System  
Admin

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Recipients

Program  
Information

Resources

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Planning

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Plan

[Personnel](#) | [Partnerships/Coalitions](#) | [Partners](#) | [Contracts/Consultants](#)

2009-2010 Resources

Year: 2009-2010

## Personnel

Use the Personnel section to add information for key personnel members, who perform essential program functions, and to edit, view or delete personnel information. Program personnel includes full time, part time, or contracted individuals, either funded by the cooperative agreement or in kind. Any number of staff members can be entered and maintained on this page.

### Personnel List Page

The Personnel List page provides a high-level view of all personnel including vacant positions, added for the grantee. From the List page, you can add a new personnel member or view, edit or delete an existing member.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources Year: 2009-2010 Go

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
	Other - Worksite Wellness - RN			Vacant	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Levine, Charles	Principal Investigator	(846) 332-6677	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Newman, Sandra	Epidemiologist	(846) 255-6666	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Smith, Sarah	Health Educator	(846) 576-2525	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
West, Andre	Program/Project Manager/Director	(846) 852-5455	Active	Filled	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click the 'add' link to display the Add Personnel Page

Select the applicable link to view, edit or delete a particular member or position

### Add/Edit Personnel

- Personnel information may be added for a 'vacant' or 'filled' position. When the position status is 'vacant', the 'Add Personnel' page is displayed with the position details only. If the position status is 'filled', the page is displayed with both the Position and Personnel Details.
- Both the Add and Edit Personnel pages contain the same fields. On the Add page, all fields are blank. The Edit page displays the current information for the personnel member or position being edited.

## To add a Personnel member or Position:

1. Click the 'add' link on the Personnel List page to display the 'Add Personnel' page. The page is displayed with position details fields only. This provides the option to add a vacant position when a personnel member has not been identified to fill the position.

CDC Home  
Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

Chronic Disease MIS: Healthy Communities Program: ACHIEVE  
National Recreation And Park Association

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

Personnel | Partners | Contracts/Consultants

2009-2010 Resources \*Required

**Add Personnel**

**Position Details**

\*Position: Select one  
Other (specify):

Program/Project Coordinator/Specialist Type: Select one

\*Position Status: ☒ Vacant ☐ Filled

\*Position Description:   
Characters: 0 / Maximum: 500

Select 'Vacant' to add position details information only

Save Cancel

Home | A-Z Index | Site Map | Policies | About CDC.gov | Link to Us | All Languages | Contact CDC

Centers for Disease Control and Prevention 1600 Clifton Rd. Atlanta, GA 30333, USA  
800-CDC-INFO (800-232-4636) TTY: (888) 232-6348, 24 Hours/Every Day - [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)

USA.gov Government Made Easy

2. If a personnel member has been identified for the position, select the 'filled' option for the Position Status field to display the Personnel Details fields:
  - a. In the 'Find Personnel' field, begin typing the personnel member's name. The system will immediately display all personnel names in the MIS matching the letters typed. As more letters are typed, the list will get smaller.
  - b. If the member name appears in the search list, click it to populate the Personnel Details fields.
  - c. If the personnel member was not found in the MIS, a message indicating that a match was not found will be displayed in the 'Find Personnel' search field. Enter the member's information in the Position Details fields.
3. Complete the remaining fields to add the personnel member.
4. Click the save button.



*To add a personnel member to a vacant position, edit the vacant position and change the position status to 'filled'. The page will refresh to display the personnel details fields.*

## Add Personnel - Position Details

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

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[Personnel](#) | [Partnerships/Coalitions](#) | [Partners](#) | [Contracts/Consultants](#)

2009-2010 Resources

\*Required

### Add Personnel

#### Position Details

\*Position:

Select one  
Other (specify):

Program/Project Coordinator/Specialist Type:

Select one

\*Position Status:

☐ Vacant ☒ Filled

\*Position Description:

ABC

Characters: 0 / Maximum: 500

Begin typing name  
here to search for  
member in the MIS

Select the 'Filled'  
option to display the  
Personnel Details  
fields

#### Search for Existing Personnel

Find Personnel:

Type First Name or Last name to see matching Personnel

[Reset Personnel Details](#)

#### Personnel Details

\*Salutation:

Select one

\*First Name:

Middle Name:

\*Last Name:

\*Status:

☐ Active  /  (MM/YYYY)  
☐ Inactive  /  (MM/YYYY)

\*Telephone:

ext.

FAX:

\*Email:

\*Employment Type:

☐ Grantee Employee  
☐ Contract Employee  
☐ Other (specify)

\*Related Program Involvement and Program Time Allocation:

Comprehensive Cancer Control  
☐ Comprehensive Cancer Control  %

Healthy Communities ACHIEVE  
☐ ACHIEVE  %

Healthy Communities Pioneering Healthier Communities  
☐ PHC  %

Healthy Communities Strategic Alliance for Health  
☐ SAH  %

Collaborative  
☐ Behavioral Risk Factor Surveillance  %  
☐ Diabetes  %  
☐ Healthy Communities  %  
☐ Tobacco Control  %

Association to Action Plan	Type	Status	Time Frame
No activities assigned.			

[Save](#) [Cancel](#)

Click the Reset Name &  
Details link to clear  
out the Personnel  
search field

## Edit Personnel Information:

1. From the Personnel List page, click the 'edit' link for the personnel member or position be edited.
2. The Edit Personnel page will be displayed with the current information for the personnel member or position. Click in the field to change existing data or select new list options. Please see the 'Personnel Section Field Instructions' at the end of this chapter for detailed instructions for each field.
3. Click the 'save' button to commit your changes or 'cancel' button to exit the page without saving.

### Chronic Disease MIS: Comprehensive Cancer Control Program (CCC) Arizona Department Of Health Services

**System Admin** | **FOAs & Recipients** | **Program Information** | **Resources** | **Financial** | **Planning** | **Action Plan**

**Personnel** | Partnerships/Coalitions | Partners | Contracts/Consultants

#### 2009-2010 Resources

##### Edit Personnel

##### Position Details

\*Position: Business/Financial Official  
Other (specify):

Program/Project Coordinator/Specialist Type: Select one

\*Position Status: ☐ Vacant ☒ Filled

\*Position Description:

This position is responsible for all financial and funding affairs

Characters: 66 / Maximum: 500

##### Search for Existing Personnel

Find Personnel: Day, Linda

##### Personnel Details

\*Salutation: Ms.

\*First Name: Linda

Middle Name:

\*Last Name: Day

\*Status: ☒ Active 02 / 2003 (MM/YYYY)  
☐ Inactive / (MM/YYYY)

\*Telephone: 846 222 1234 ext.

FAX:

\*Email: linday@ariz.gov

\*Employment Type: ☒ Grantee Employee  
☐ Contract Employee  
☐ Other (specify)

\*Related Program Involvement and Program Time Allocation:

Comprehensive Cancer Control  
☒ Comprehensive Cancer Control 50.00 %

Healthy Communities ACHIEVE  
☐ ACHIEVE %

Click in the field to  
change existing data or  
select new list options

## View Personnel Information

The 'View Personnel' page displays information for an existing personnel member or vacant position in a read-only format.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

Arizona Department Of Health Services

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Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources

\*Required

View Personnel

\*Position:

Other

Program/Project Coordinator/Specialist Type:

\*Position Status:

Filled

\*Position Description:

This position is responsible for the overall Chronic disease Branch operations

\*Salutation:

Dr.

\*Name:

Cruz, Leira

\*Status:

Active 08/2010

\*Telephone:

(846) 555-2341

FAX:

\*Email:

lcruz@ariz.gov

\*Employment Type:

Grantee Employee

\*Percentage of Time Allocated to Program:

Comprehensive Cancer Control

- Comprehensive Cancer Control 35.00%

Healthy Communities Strategic Alliance for Health

- SAH 33.00%

Healthy Communities Strategic Alliance for Health

- SAH 22.50%

Healthy Communities Strategic Alliance for Health

- SAH 50.00%

This section displays the activities assigned to the personnel member in the Action Plan

Association to Action Plan

Time Frame

ALison Test

Second Quarter

Detailer Action Kit Development

Third Quarter

Develop Cancer Prevention Literacy Seminar

Third Quarter

Back

## Delete Personnel (Member or Position)

When deleting a personnel member or position, you will be asked to confirm your decision. If the personnel member is the 'Key personnel member assigned' to an action plan activity, the personnel member will be also removed from the action plan activity. Before deleting a personnel member, all Action Plan Activities assigned to the personnel member must be reassigned to another 'Active' personnel member.

To delete a personnel member or vacant position,

1. From the Personnel List page, click the 'delete' link on the row with the member or position to be deleted

### Personnel - List page



Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources Year: 2009-2010 Go

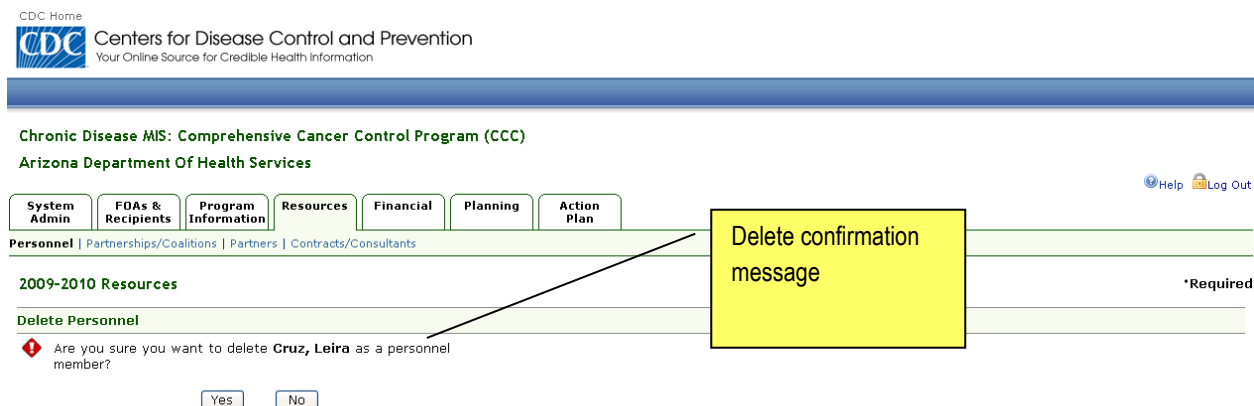
Personnel add

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	view   edit   delete
	Other - Worksite Wellness - RN			Vacant	view   edit   delete
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filled	view   edit   delete
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filled	view   edit   delete

Click the 'delete' link to display the Delete Personnel page

2. The Delete Personnel page will be displayed with the delete confirmation message.
3. Select the 'Yes' button to proceed with the delete, or 'No' to cancel delete.

### Delete Personnel page



CDC Home  
Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources

Delete Personnel

Are you sure you want to delete Cruz, Leira as a personnel member?

Yes No

Delete confirmation message

\*Required



*It is recommended that you edit a personnel member and change their Status to 'inactive' instead of deleting the member.*

## Personnel Section Field Instructions:

### Personnel

---

Use the Personnel section under the Resources tab to identify key personnel members who perform essential program functions, edit personnel information, view personnel information, or remove personnel. Program personnel includes full time, part time, or contracted individuals, either funded by the cooperative agreement or in kind. Any number of staff members can be entered and maintained on this page.

The following actions can be performed in the Staff section:

- **Add:** Click this link to add a new personnel member to the list.
- **View:** Click this link to view existing personnel information.
- **Edit:** Click this link to edit existing information about a specific personnel member.
- **Delete:** Click this link to remove a personnel member. Any member deleted from this section will also be deleted from any assigned action plan activities for the current budget year.

*Note:* In order to maintain a history of personnel member information, it is recommended that personnel members are not deleted. However, if a personnel member is entered by mistake, it is appropriate to delete the information.

#### Add/Edit/View Personnel Information

The pages for entering initial information and modifying existing information for personnel members are identical. The only difference is that the Edit page displays the existing information for the personnel member while the fields in the page for entering initial information are blank. The page for viewing information is the same as the add and edit pages, however, you cannot change any information.

Field/Section/Button	Instructions
<b>Position*</b>	Select the personnel member's primary role from the drop-down list.  If the desired role is not included in the drop-down list, select <i>Other</i> , and enter the role in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 50 characters, about 10 words.
<b>Program/Project Coordinator/Specialist Type</b>	If you selected Program/Project Coordinator/Specialist in the Position field, select the Program/Project Coordinator/Specialist type from the drop down list. The types are  <i>Note:</i> This field is enabled and required if you selected Program/Project Coordinator/Specialist in the Position field.
<b>Position Status*</b>	Select <i>Vacant</i> if the position has not been filled, or <i>Filled</i> if the position has a personnel member assigned to it.  <i>Note:</i> If you select <i>Filled</i> , the system displays additional fields for you to

complete. Once a position is filled and a personnel member has been assigned, the position status can no longer be changed back to *Vacant*.

**Position Description\***

Enter a description for the position. Maximum text is 500 characters, about 100 words.

*Note:* You can use the spell checker to check your entry. The character count also allows you to keep track of how much data you have entered and how many characters you have left.

**Find Personnel\***

Enter the name of the personnel member, last name first. As you type, the system displays a drop-down list with the names of Personnel that have already been entered into the MIS for all programs. When you select the desired name from the list, the system uses existing information to complete some of the fields. Review the completed fields for accuracy and complete the remaining fields. If the desired name is not displayed use the First Name, Middle Name, and Last Name fields to enter the personnel member's name.

You can click the *Reset Name & Details* link to clear the Personnel Details fields and start another search.

**Salutation\***

Select the salutation for the personnel member, for example, Dr., Mr., Ms., etc.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field.

**First Name\***

Enter the first name of the personnel member. Maximum text is 50 characters, about 10 words.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field. When adding a personnel member, this field is not editable. However, when editing a personnel member, this field is editable.

**Middle Name**

Enter the middle name of the personnel member. Maximum text is 50 characters, about 10 words.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field. When adding a personnel member, this field is not editable. However, when editing a personnel member, this field is editable.

**Last Name\***

Enter the last name of the personnel member. Maximum text is 50

characters, about 10 words.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field. When adding a personnel member, this field is not editable. However, when editing a personnel member, this field is editable.

**Status\***

Specify the status of the personnel member.

If the personnel member is active, select the *Active* option and enter the activation date in the field in mm/dd/yyyy format or select a date from the calendar.

If the personnel member is not active, select the *Inactive* option and enter the deactivation date in the field in mm/dd/yyyy format or select a date from the calendar.

**Telephone\***

Enter the personnel member's primary telephone number by entering the first three digits in the first text box, next three digits in the second, and the last four digits in the third text box.

Specify up to a five-digit extension number in the *ext.* field if available.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field. When adding a personnel member, this field is not editable. However, when editing a personnel member, this field is editable.

**FAX**

Enter the personnel member's primary fax number by entering the first three digits in the first text box, next three digits in the second, and the last four digits in the third text box.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field. When adding a personnel member, this field is not editable. However, when editing a personnel member, this field is editable.

**E-mail\***

Enter the personnel member's contact E-mail address. The address must contain a name and domain, for example, jerryb@cdc.gov.

Maximum text is 100 characters, about 20 words.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field. When adding a personnel member, this field is not editable. However, when editing a personnel member, this field is editable.

**Employment Type\***

Select the employment type of the personnel member—Grantee or Contract Employee.

If the desired employment type is not included in the list, select *Other*, and enter the employment type in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field.

**Employment Type\***

Select the employment type of the personnel member—Grantee or Contract Employee.

If the desired employment type is not included in the list, select *Other*, and enter the employment type in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.

*Note:* This field is displayed only if you selected *Filled* in the Position Status field.

**Personnel Member a Subject Matter Expert in\***

For each area of subject matter expertise listed, specify the percentage of time allocated to the specific area for the personnel member by selecting the check box for the area and entering the number in the % text box. For example 25 or 100. Enter whole numbers in this field. You cannot enter decimal points, for example, 25.5. If the personnel member is not a subject matter expert in any of the areas listed, select *Not Applicable*.

*Note:*

This field is displayed only if you selected *Filled* in the Position Status field.

This field is available only for the CCC DP-1205 FOA.

**Personnel Member Competencies\***

Specify the areas in which the individual is competent by selecting the check box for the area(s).

*Note:*

This field is displayed only if you selected *Filled* in the Position Status field.

This field is available only for the CCC DP-1205 FOA.

**Association to Action Plan - Activities**

This column displays the activities from the action plan that are assigned to the personnel member. You can click the activity link to open a pop-up window that displays the activity details. After viewing the activity details, click *Close* to close the pop-up window.

**Time Frame**

This column displays the time frame, i.e., starting quarter and year and ending quarter and year for the activity.

**Reassign**

If you want to reassign the activity to another active personnel member, select a different personnel member from the drop-down list.

**Save**

Click *Save* to save the information you entered and also upload attachments. The system saves the information and returns you to the Personnel summary page.

If any fields on the page are incomplete or invalid when you click *Save*, the system displays an error. Correct all invalid fields and click *Save* again.

*Note:* After you click *Save* on the Edit page, you also need to click *Yes* on the Edit Confirmation page.

**Cancel**

Click *Cancel* to discard any information entered and re-display the Personnel summary page.

**Back**

Click *Cancel* to discard any information entered and re-display the Personnel summary page.

\*= Required field.

**Delete Personnel**

When deleting a personnel member, you will be asked to confirm your decision. Once a personnel member is deleted it is no longer available in the system. If a personnel member who is assigned to work plan activities is deleted, the personnel member will be also removed from the work plan activity.

## **Partnerships/Coalition (Comprehensive Cancer Control (CCC-703, CCC-1205) FOA only)**

---

The Partnerships/Coalition section is used by the CCC program to enter and maintain information about the partnerships and coalitions in your program. Coalitions are groups of stakeholder organizations that are established to assist in the formulation of plans, guide project activities, and identify additional financial resources for this project.

## View/Edit Partnership/Coalition Information

The view and edit Partnership Coalition pages contain the same fields. The 'View Partnership/Coalition' page displays the data in a 'read-only' format while the 'Edit' page allows modification of the existing data. The initial or default page for the Partnership/Coalition section is the 'View Partnership/Coalition' page. From the 'view' page, you are able to link to the 'edit' and the 'Attachments' pages.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)								
Colorado Department Of Public Health And Environment								
System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan	Reports	Search
Personnel   <b>Partnerships/Coalitions</b>   Partners   Contracts/Consultants								
2012-2013 Resources			Year: 2012-2013 <input type="button" value="Go"/>					
<a href="#">Partnership/Coalition</a> <a href="#">edit</a>   <a href="#">attachments</a>								
<b>View Partnership/Coalition</b>								
*Partnership/Coalition Name:			Colorado Cancer Coalition					
*Chairperson Name:			Dr. Linda Burshannispov					
*Chairperson Phone:			(303) 518-5478					
*Chairperson Email:			rjohnson@cfphe.org					
Co-Chairperson Name:								
Co-Chairperson Phone:								
Co-Chairperson Email:								
*Is this Partnership/Coalition part of a 501c3 Organization?			Yes					
501c3 Executive Director Name:			Roxanne Johnson					
501c3 Executive Director Phone:			(303) 518-5478					
501c3 Executive Director Email:			rjohnson@cfphe.org					
Is this Partnership/Coalition Legislatively Mandated?			Authorizing Official/Body:		Date Established:			
*Member Composition:			<div>Other Public Health Programs<ul style="list-style-type: none"><li>- Breast and cervical cancer screening</li><li>- Colorectal Cancer Program</li><li>- Central cancer registry</li><li>- Local health departments</li><li>- Maternal and child health</li><li>- Nutrition</li><li>- Physical activity</li><li>- State Office of Minority Health</li><li>- Tobacco control</li></ul></div> <div>Professional Associations/Organizations<ul style="list-style-type: none"><li>- Rural health organizations</li><li>- State/territory medical societies</li><li>- Nurses associations</li><li>- Foundation</li><li>- Hospital associations</li><li>- American Academy of Pediatrics</li><li>- American Cancer Society</li><li>- Academy of Family Physicians</li><li>- Advocacy groups (other than ACS and the medical groups listed)</li></ul></div> <div>Academic/Medical Institutions<ul style="list-style-type: none"><li>- Community cancer centers</li><li>- Clinical Community oncology programs</li><li>- Hospice organizations</li></ul></div>					

Select link to edit Partnership/Coalition or display the Attachments page

## Partnership/Coalition – Edit page

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Colorado Department Of Public Health And Environment

[My Reports](#) [Help](#) [Log Out](#)

<a href="#">System Admin</a>	<a href="#">FOAs &amp; Recipients</a>	<a href="#">Program Information</a>	<a href="#">Resources</a>	<a href="#">Financial</a>	<a href="#">Planning</a>	<a href="#">Action Plan</a>	<a href="#">Reports</a>	<a href="#">Search</a>
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[Personnel](#) | [Partnerships/Coalitions](#) | [Partners](#) | [Contracts/Consultants](#)

### 2012-2013 Resources

•Required

#### Edit Partnership/Coalition

Last Updated: 09/26/2012

*Partnership/Coalition Name:	<input type="text" value="Colorado Cancer Coalition"/>
*Chairperson Name:	<input type="text" value="Dr. Linda Burshannispov"/>
*Chairperson Phone:	<input type="text" value="303"/> <input type="text" value="518"/> <input type="text" value="5478"/> ext. <input type="text"/>
*Chairperson Email:	<input type="text" value="rjohnson@cfphe.org"/>
Co-Chairperson Name:	<input type="text"/>
Co-Chairperson Phone:	<input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>
Co-Chairperson Email:	<input type="text"/>
*Is this Partnership/Coalition part of a 501c3 Organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
501c3 Executive Director Name:	<input type="text" value="Roxanne Johnson"/>
501c3 Executive Director Phone:	<input type="text" value="303"/> <input type="text" value="518"/> <input type="text" value="5478"/> ext. <input type="text"/>
501c3 Executive Director Email:	<input type="text" value="rjohnson@cfphe.org"/>
*Is this Partnership/Coalition Legislatively Mandated?	<input type="radio"/> Yes Authorizing Official/Body: <input type="text"/> Date Established: <input type="text"/> 
	<input type="radio"/> No
*Member Composition:	<div><div>CDC Chronic Disease Programs</div><div><input type="checkbox"/> Colorectal Cancer Control Program</div><div><input type="checkbox"/> Community Transformation Grant (CTG)</div><div><input type="checkbox"/> Coordinated Chronic Disease Program</div><div><input type="checkbox"/> Demonstrating Capacity to Implement Policy and Environmental Cancer Control Interventions</div><div><input type="checkbox"/> Diabetes Prevention and Control Program</div><div><input type="checkbox"/> National Breast and Cervical Cancer Early Detection Program (NBCCEDP)</div><div><input type="checkbox"/> National Heart Disease and Stroke Prevention Program</div><div><input type="checkbox"/> National Program of Cancer Registries (NPCR)</div><div><input type="checkbox"/> National Tobacco Control Program</div><div><input type="checkbox"/> Nutrition and Physical Activity Program to Prevent Obesity and other Chronic Disease</div><div><input type="checkbox"/> REACH</div><div><input type="checkbox"/> State Public Health Approaches to Improving Arthritis Outcomes</div><div><input type="checkbox"/> WiseWoman</div><div><input type="checkbox"/> Other (specify) <input type="text"/></div><div><input type="checkbox"/> Other (specify) <input type="text"/></div><div><input type="checkbox"/> Other (specify) <input type="text"/></div></div> <div><div>Other Public Health Programs</div><div><input checked="" type="checkbox"/> Breast and cervical cancer screening</div><div><input checked="" type="checkbox"/> Colorectal Cancer Program</div><div><input type="checkbox"/> Environmental Health</div><div><input type="checkbox"/> Immunization</div><div><input type="checkbox"/> Local/Tribal health Departments</div><div><input checked="" type="checkbox"/> Maternal and child health</div><div><input checked="" type="checkbox"/> Nutrition</div><div><input checked="" type="checkbox"/> Physical activity</div><div><input type="checkbox"/> SEER Cancer Registry</div><div><input type="checkbox"/> State/Tribe/Territory/Pacific Island Jurisdiction CCC</div><div><input type="checkbox"/> State/Tribe/Territory/Pacific Island Jurisdiction Health Commissioners</div><div><input type="checkbox"/> State/Tribe/Territory/Pacific Island Jurisdiction Health Departments</div><div><input type="checkbox"/> State/Tribe/Territory/Pacific Island Jurisdiction Office of Minority Health</div><div><input checked="" type="checkbox"/> Tobacco control</div><div><input type="checkbox"/> Urban Indian Health Centers</div><div><input type="checkbox"/> Other (specify) <input type="text"/></div></div>

Other Government Entities

☐ Bureau of Indian Affairs

☐ City Planning and Land Use

☐ Department of Agriculture (e.g., Cooperative Extension Programs)

☐ Health Resources and Services Administration (HRSA)

☐ Human services agencies (specify)

☐ Indian Health Service

☐ Parks and Recreation

☐ Quality Improvement Organization for Medicare

☐ State/Tribe/Territory/Pacific Island Jurisdiction Education agencies

☐ State/Tribe/Territory/Pacific Island Jurisdiction Medicaid Agency

☐ Transportation Department

☐ Other (specify)

Professional Associations/Organizations

☐ American Academy of Family Physicians

☒ American Academy of Pediatrics

☒ American Cancer Society

☐ American College of Obstetrics and Gynecology

☐ American College of Physicians

☐ American College of Surgeons

☐ American Society of Clinical Oncology

☐ Association of American Indian Physicians

☒ Foundation

☒ Hospital associations

☐ Intercultural Cancer Council

☒ Nurses associations

☒ Rural health organizations

☐ State/Tribe/Territory/Pacific Island Jurisdiction Medical Societies/Associations

☐ Other (specify)

Academic/Medical Institutions

☒ Clinical Community oncology programs

☒ Community cancer centers

☐ Federally Qualified Health Centers (FQHC)

☒ For-profit hospitals (that are not Cancer Centers)

☐ Historically Black Colleges and Universities

☒ Hospice organizations

☒ Individual physicians

☐ Major Health System Organizations (e.g., HMO, Regional Hospitals)

☒ Medical Schools

☐ Minority Commissions

☐ NCI Designated Cancer Centers

☒ Prevention Research Centers

☐ Primary Health Care Facilities

☒ Schools of public health

☐ Tribal Colleges and Universities

☐ Other academic institutions

☐ Other(specify)

Business/Industry

☐ Corporations or Businesses

☐ Environmental Organizations

☐ Fitness/Health

☐ Food and Beverage Industry

☐ Health plans/insurance companies

☐ Pharmaceutical companies

☐ Other (specify)

Political Leaders

☐ Governor or staff

☐ Indigenous Leaders

☐ Legislators or staff

☐ Tribal Health administrators

☐ Tribal Leaders

☐ Other political leaders (mayors, city council, judges, etc.)

☐ Other (specify)

Community-Based Organizations

☐ Civic Organizations

☐ Community board members

☒ Faith-based organizations

☒ Minority organizations

☒ Survivor Groups

☐ Other (specify)

Other

☐ Advisory Board

☐ All Tribes in the region

☐ Education (e.g., School Districts, After School Programs, Preschool)

☐ Individual Survivors

☐ Legal/Policy Experts

☐ Media

☐ Resource Centers

☐ Other (specify)

☐ Other (specify)

☐ Other (specify)

\*Workgroups in Partnership/Coalition:

- ☐ Breast
- ☐ Cervical
- ☐ Colorectal
- ☐ Data and Surveillance
- ☐ Diagnosis/Treatment (Clinical Trials Survivorship)
- ☐ Diagnosis/Treatment (General)
- ☐ Evaluation
- ☐ Health Disparities
- ☐ Lung
- ☐ Primary Prevention: General
- ☐ Primary Prevention: Nutrition/Physical Activity/Obesity
- ☐ Primary Prevention: Tobacco
- ☐ Policy, System and Environmental Change Approaches
- ☐ Skin
- ☐ Survivorship
- ☐ Other (specify)

\*Race, Ethnicity and Geographic Representation:

- Racial Populations
- ☐ African American or Black
  - ☐ American Indian or Alaskan Native
  - ☐ Asian Indian
  - ☐ Chinese
  - ☐ Filipino
  - ☐ Japanese
  - ☐ Korean
  - ☐ Vietnamese
  - ☐ Other Asian (specify)
  - ☐ Native Hawaiian or Other Pacific Islander
  - ☐ Guamanian or Chamorro
  - ☐ Samoan
  - ☐ White
  - ☐ Other (specify)
- Ethnic Populations
- ☐ Hispanic or Latino
  - ☐ Non-Hispanic or Latino
- Geography
- ☐ Urban
  - ☐ Rural
  - ☐ Frontier

\*Number of Organizations in Partnership/Coalition:

\*Number of Individuals in Partnership/Coalition:

\*Date of Last Partnership Assessment:



**Association to Action Plan**

**Time Frame**

No activities assigned.

## Partnerships/Coalition Section Field Instructions:

### Partnerships/Coalition

---

Use the Partnership/Coalition section to enter and maintain information about the partnerships and coalitions in your program. Coalitions are groups of stakeholder organizations that are established to assist in the formulation of plans, guide project activities, and identify additional financial resources for this project.

The following actions can be performed in the Partnership/Coalition section:

- *Edit:* Click this link to edit information for an existing partnership/coalition.
- *Attachments:* Click the links in this column to add an attachment.

### View/Edit/Delete Partnership/Coalition Information

The pages for viewing information and modifying existing partnership/coalition information are identical. The only difference is that the page for viewing information is display only while the page for modifying information displays the information that already exists.

Field/Section/Button	Instructions
<b>Partnership/Coalition Name*</b>	Enter the name of the coalition. Maximum text is 200 characters, about 40 words.
<b>Chairperson Name*</b>	Enter the name of the chairperson for the coalition. Maximum text is 200 characters, about 40 words.
<b>Chairperson Phone*</b>	Enter the chairperson's telephone number by entering the first three digits in the first text box, the next three digits in the second, and the last four digits in the third text box.  Specify a five-digit extension number in the <i>ext.</i> field if one has been assigned to the program.
<b>Chairperson E-mail*</b>	Enter the chairperson's contact E-mail address. The address must contain a name and domain, for example, jerryb@cdc.gov.  Maximum text is 100 characters, about 20 words.

<b>Co-Chairperson Name</b>	<p>Enter the name of the co-chairperson for the coalition.</p> <p>Maximum text is 200 characters, about 40 words.</p>
<b>Co-Chairperson Phone</b>	<p>Enter the co-chairperson's telephone number by entering the first three digits in the first text box, the next three digits in the second, and the last four digits in the third text box.</p> <p>Specify a five-digit extension number in the <i>ext.</i> field if one has been assigned to the program.</p>
<b>Co-Chairperson E-mail</b>	<p>Enter the co-chairperson's contact E-mail address. The address must contain a name and domain, for example, jerryb@cdc.gov.</p> <p>Maximum text is 100 characters, about 20 words.</p>
<b>Is this Partnership/Coalition part of a 501c3 Organization*</b>	<p>Indicate by selecting <i>Yes</i> or <i>No</i> if this coalition is designated a 501c3 organization.</p>
<b>501c3 Executive Director Name</b>	<p>If the organization is 501c3, enter the name of the organization's executive director.</p> <p>Maximum text is 200 characters, about 40 words.</p>
<b>501c3 Executive Director Phone</b>	<p>If the organization is 501c3, enter the executive director's telephone number by entering the first three digits in the first text box, the next three digits in the second, and the last four digits in the third text box.</p> <p>Specify a five-digit extension number in the <i>ext.</i> field if one has been assigned to the program.</p>
<b>501c3 Executive Director E-mail</b>	<p>If the organization is 501c3, enter the executive director's contact E-mail address. The address must contain a name and domain, for example, jerryb@cdc.gov.</p> <p>Maximum text is 100 characters, about 20 words.</p>
<b>Is this Partnership/Coalition legislatively mandated?</b>	<p>Indicate by selecting <i>Yes</i> or <i>No</i> if the Partnership/Coalition is mandated by a legislative act.</p> <p>If the Partnership/Coalition is legislatively mandated, enter the name of the</p>

authorizing official or body in the Authorizing Official/Body text box or select a date from the calendar.

Maximum text for the Authorizing Official/Body field is 200 characters, about 40 words.

If the Partnership/Coalition is legislatively mandated, enter the date that it was established in the Date Established text box in mm/dd/yyyy format or select a date from the calendar

**Member Composition\***

For each composition section, Public Health Programs, Other Government Agencies, Professional Associations/Organizations, etc., select all that apply.

**Race, Ethnicity and Geographic Representation\***

For each section, Racial Populations, Ethnic Populations, Geography, select all that apply.

**Regional Representation\***

In the Number of Regions text box, enter the number of regions represented.

Maximum text is 10 characters.

In the Number of Regions with Member Organization Located in Region text box, enter the number of regions that actually have member organizations present in the region.

Maximum text is 10 characters.

**Workgroups in Partnership/Coalition\***

Select the workgroups represented in the partnership/coalition.

If the desired workgroup is not listed in the list, select *Other* and enter the type of workgroup in the *Other* text box.

Maximum text for the *Other* field is 50 characters, about 10 words.

**Number of Organizations in Partnership/Coalition\***

Enter the number of organizations that exist in the partnership/coalition in the text box.

Maximum text is 10 characters.

**Number of Individuals in Partnership/Coalition\***

Enter the number of individuals in the partnership/coalition in the text box.

Maximum text is 500 characters, about 100 words.

**Date of Last Assessment\***

Enter the date that the last assessment was performed. Be sure to enter the date as numbers in the following format: MM/DD/YYYY. For example, 10/08/2009. You can also click the calendar graphic to select a date from the calendar.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Partnership/Coalitions page.

\*= Required field.

## Leadership Team (Strategic Alliance for Health & CTG FOAs only)

Leader Team section is used to maintain information on the members of the leadership team.

### Leadership Team View Page

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)

Dekalb County Board Of Health

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

Personnel | Partners | Contracts/Consultants | Leadership Team

2009-2010 Resources

Leadership Team [edit](#)

View Leadership Team

\*Leadership Team Name: Dekalb Health Alliance

\*Members:

Organization Name	Organization Role	Organization Type
Dekalb 2010		Advocacy Group
Faith Ministries		Faith-based Organization
Lakeside Sports Network		Nonprofit Organization
NGC Consultants		Business/For Profit/Consultant

\*Sectors Represented:

Community	1
Community-Based Institution	2
Work Site	1

\*How were Leadership Team Members Identified? A selection committee was assembled to make recommendations for the Leadership Team. Team members were selected based on their past community involvement and commitment to the community objectives.

\*Summarize the structures and processes for communication within the Leadership Team: Decisions are made by consensus after recommendations have been vetted by a subcommittee.

Association to Action Plan	Type	Status	Time Frame
No activities assigned.			

## Edit Leadership Team

- Select the 'Edit' link from the View Leadership Team page
- On the Edit Leadership Team page, enter new information in the fields or select new list option.
- To add a new member, enter the member information in the member data entry fields and click 'Add' button. The member table will be updated to display the new member.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
Dekalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

Personnel | Partners | Contracts/Consultants | **Leadership Team**

2009-2010 Resources \*Required

### Edit Leadership Team

\*Leadership Team Name:

\*Members:

Organization Name

Organization Role

Organization Type  [Add](#)

Other (specify):

Member Data Entry Fields

Organization Name	Organization Role	Organization Type	
Dekalb 2010		Advocacy Group	<a href="#">Edit</a>   <a href="#">Delete</a>
Faith Ministries		Faith-based Organization	<a href="#">Edit</a>   <a href="#">Delete</a>
Lakeside Sports Network		Nonprofit Organization	<a href="#">Edit</a>   <a href="#">Delete</a>
NGC Consultants		Business/For Profit/Consultant	<a href="#">Edit</a>   <a href="#">Delete</a>

\*Sectors Represented:

	# of Members
Community	<input type="text" value="1"/>
Community-Based Institution	<input type="text" value="2"/>
Health Care	<input type="text" value="0"/>
School	<input type="text" value="0"/>
Work Site	<input type="text" value="1"/>

\*How were Leadership Team Members Identified?

[Help](#)

A selection committee was assembled to make recommendations for the Leadership Team. Team members were selected based on their past community involvement and commitment to the community objectives.

Characters: 196 / Maximum: 5000

\*Summarize the structures and processes for communication within the Leadership Team:

[Help](#)

Decisions are made by consensus after recommendations have been vetted by a subcommittee.

Characters: 88 / Maximum: 5000

Association to Action Plan	Type	Status	Time Frame
No activities assigned.			

[Save](#) [Cancel](#)

Click to add a new member

- To edit or delete a Leadership Team member:
  - Click on the applicable link for the member. The member's information will be displayed in the member data entry fields.
  - Enter the new information and click the 'Save' button to the right of the data entry fields. The member list will be updated with the new information.
  - If deleting a member, a confirmation message will be displayed. Select 'Yes' option to delete member. The member list will be updated to show the deleted member was removed from the list.



**You must click the 'save' button at the end of the page to save the member information in the system.**

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
Dekalb County Board Of Health

System Admin FOAs & Recipients Program Information Resources Planning Action Plan Community Information

Personnel | Partners | Contracts/Consultants | **Leadership Team**

2009-2010 Resources

**Edit Leadership Team**

\*Leadership Team Name:

\*Members:

Organization Name	Organization Role	Organization Type	
<input type="text" value="Dekalb 2010"/>	<input type="text"/>	Advocacy Group	<input type="button" value="Save"/>
Other (specify): <input type="text"/>			

Organization Name	Organization Role	Organization Type	
Dekalb 2010		Advocacy Group	<a href="#">Edit</a>   <a href="#">Delete</a>
Faith Ministries		Faith-based Organization	<a href="#">Edit</a>   <a href="#">Delete</a>
Lakeside Sports Network		Nonprofit Organization	<a href="#">Edit</a>   <a href="#">Delete</a>
NGC Consultants		Business/For Profit/Consultant	<a href="#">Edit</a>   <a href="#">Delete</a>

\*Sectors Represented:

Sector	# of Members
Community	<input type="text" value="1"/>
Community-Based Institution	<input type="text" value="2"/>
Health Care	<input type="text" value="0"/>
School	<input type="text" value="0"/>
Work Site	<input type="text" value="1"/>

\*How were Leadership Team Members Identified?

A selection committee was assembled to make recommendations for the Leadership Team. Team members were selected based on their past community involvement and commitment to the community objectives.

Characters: 196 / Maximum: 5000

\*Summarize the structures and processes for communication within the Leadership Team:

Decisions are made by consensus after recommendations have been vetted by a subcommittee.

Characters: 88 / Maximum: 5000

Association to Action Plan	Type	Status	Time Frame
No activities assigned.			

## Leadership Team Field Instructions

Field/Section/Button	Instructions
<b>Leadership Team Name*</b>	<p>Enter the name of the leadership team.</p> <p>Maximum is 200 characters, about 40 words.</p>
<b>Representative Name*</b>	<p>Enter the first and last name of the representative to add to the leadership team.</p> <p>Maximum is 200 characters, about 40 words.</p>
<b>Organization Name*</b>	<p>Enter the organization associated with the representative.</p> <p>Maximum is 200 characters, about 40 words.</p>
<b>Organization Type*</b>	<p>Select the organization type associated with the representative from the drop-down list.</p> <p>If the desired partner type is not included in the list, select <i>Other</i>, and enter the partner type in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 50 characters, about 10 words.</p>
<b>Coach?*</b>	<p>Indicate by selecting <i>Yes</i> or <i>No</i> whether the representative is a coach or not.</p>
<b>Save*</b>	<p>Click <i>Save</i> to save the representative information you entered. The system saves the information and displays the newly added representative in the members list.</p> <p>If any fields in the Members section are incomplete or invalid then the system displays an error. Correct all errors and click <i>Save</i> again.</p>
<b>Edit*</b>	<p>Click this link to edit existing leadership team member information.</p>
<b>Delete*</b>	<p>Click this link to delete existing leadership team member information.</p> <p>When deleting a leadership team member, you will be asked to confirm your decision. Once a member is deleted, the member is no longer available in the system.</p>

**Setting/Sectors  
Represented\***

For each sector listed, enter the number of members into the corresponding # of Members text box.

**How were Leadership  
Team Members  
Identified?\***

Enter a description of how members were identified for the leadership team.

Maximum number for this field is 5000 characters, about 1000 words.

*Note:* You can use the spell checker to check your entry. The character count also allows you to keep track of how much data you have entered and how many characters you have left.

**What decision making  
process was  
developed by the  
Leadership Team and  
how has this process  
changed over the  
program\***

Enter a description of the decision making process that was developed by the leadership team and how the process has impacted and changed the program.

Maximum number for this field is 5000 characters, about 1000 words.

*Note:* You can use the spell checker to check your entry. The character count also allows you to keep track of how much data you have entered and how many characters you have left.

**Association to Action  
Plan\***

This section displays a list of all action plan 5 Year Outcome Objective and Annual Outcome Objective titles for the current budget year which are associated to this leadership team. The title of the objective and its status and time frame are displayed. This section is view only and cannot be modified.

You can click on the associated activity title to open the activity in a new window.

If the leadership team is not associated to any 5 Year Outcome Objectives and Annual Outcome Objectives, the system displays the following text: "No activities assigned."

**Save**

Click *Save* to save the information you entered. The system saves the information and returns you to the Leadership Team summary page.

If any fields on the page are incomplete or invalid when, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Leadership Team Summary page.

## Partners

Use the Partners section to enter and maintain information about organizations or persons that collaborate with the recipient to accomplish program work.

The following actions can be performed in the Partners section:

- **Add:** Click this link to add a new partner.
- **View:** Click this link to view partner information.
- **Edit:** Click this link to edit information for an existing partner.
- **Delete:** Click this link to remove a partner. Any partner deleted from this section will also be deleted from any assigned action plan activities for the current budget year.



**Note**

In order to maintain a history of partner information, it is recommended that partners are not deleted. Instead, the partner's status can be changed to 'Inactive' in the "Status" field. If a partner is entered by mistake, it is appropriate to delete the partner.

### Partner List Page

CDC Home



Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

Arizona Department Of Health Services

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[Personnel](#) | [Partnerships/Coalitions](#) | **[Partners](#)** | [Contracts/Consultants](#)

2009-2010 Resources

Year: 2009-2010



Go

Click the 'add' link to display the 'Add Partner' page.

Partner [add](#)

Partner Name	Partner Type	Status	Action Plan Involvement	
ADH - Tobacco Prevention & Education Program	Government Organization	Active	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
American Cancer Society	Other - ACS	Active	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
American Diabetes Association	Nonprofit Organization	Inactive	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
American Heart Association	Health Care Organization	Active	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Arizona Minority Health	Organization Representing Priority Population	Active	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
CVH Task Force	Professional Association	Active	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click the applicable link to view, edit or delete the Partner

## View Partner

- All information displayed is read-only
- Use the 'Back' button to return to the Partner List page.

### Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

#### Arizona Department Of Health Services

System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan
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[Personnel](#) | [Partnerships/Coalitions](#) | **[Partners](#)** | [Contracts/Consultants](#)

#### 2009-2010 Resources

##### View Partner

*Status:	Inactive
*Active Date:	06/04/2010
*Partner Name:	American Diabetes Association
*Programs Involved:	Comprehensive Cancer Control - Comprehensive Cancer Control
*Partner Type:	Nonprofit Organization

[Back](#)

## Add/Edit Partner Information

The Add and Edit Partner pages contain the same fields. When adding a new partner, the fields are all empty or contain default data. When editing information, the selected partner's information is displayed for edit.

### To add a partner:

1. Select the Partner Status and the corresponding 'active' or 'inactive' date.
2. In the 'Find Partner' field, begin typing the partner's name. The system will immediately display all partners names in the MIS matching the letters typed. As more letters are typed, the list will get smaller.
3. If the partner name appears in the search list, click it to populate the 'partner name' field.
4. If you later decide that the partner selected is incorrect, click on the '[Reset name & Details](#)' link to clear the Partner Name field and start a new search.
5. If the partner was not found in the MIS, a message indicating that a match was not found will be displayed in the 'Find Partner' field. Enter the Partner Name in the Partner Details section and complete the remaining fields to add the partner.
6. Click the 'Save' button.

## Add Partner page

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

Help Log Out

System AdminFOAs & RecipientsProgram InformationResourcesFinancialPlanningAction Plan

Personnel | Partnerships/Coalitions | **Partners** | Contracts/Consultants

2009-2010 Resources

Partner

\*Status:  
☐ Active  
☐ Inactive

Search for Existing Partner

\*Find Partner:

\*Partner Name:

Partner Details

\*Programs Involved:

\*Partner Type:

SaveCancel

Start typing the Partner Name to begin searching the MIS for a match

Click the Reset Name & Details link to clear out the Partner Name field

Select the Partner Name from the list if a match is found

Reset Name & Details

Partner Name

American Diabetes Association

American Heart Association

ADH - Tobacco Prevention & Education Program

American Cancer Society

ADS - Tobacco Prevention Education Program

Collaborative

☐ Behavioral Risk Factor Surveillance

☐ Diabetes

☐ Healthy Communities

☐ Tobacco Control

Select one

Other (specify):

## Edit Partner:

1. Type over existing data in text fields or select options from check box or drop down lists.
2. Click the 'Save' button to save your changes.

Note: The Search for existing Partner field is grayed out since the member to be edited is already displayed

## Edit Partner page

**Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)**  
**Arizona Department Of Health Services**

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Personnel | Partnerships/Coalitions | **Partners** | Contracts/Consultants

**2009-2010 Resources** \*Required

**Edit Partner**

\*Status:

☒ Active

6/9/2004

☐ Inactive

**Search for Existing Partner**

\*Find Partner:

Type Partner Name to see matching Partners

Reset Name & Details

\*Partner Name:

ADH - Tobacco Prevention & Education Program

**Partner Details**

\*Programs Involved:

Comprehensive Cancer Control

☒ Comprehensive Cancer Control

Healthy Communities ACHIEVE

☐ ACHIEVE

Healthy Communities Pioneering Healthier Communities

☐ PHC

Healthy Communities Strategic Alliance for Health

☒ SAH

Collaborative

☐ Behavioral Risk Factor Surveillance

☐ Diabetes

☐ Healthy Communities

☐ Tobacco Control

\*Partner Type:

Government Organization

Other (specify):

Save

Cancel

The Find Partner field is disabled on the 'Edit Partner' page

## Delete Partner Information


When deleting a partner, you will be asked to confirm your decision. Once a partner is deleted it is no longer available in the system. If a partner who is assigned to action plan activities is deleted, they will be removed from that Action Plan activity as well.



### Note

In order to maintain a history of partner information, it is recommended that partners are not deleted, instead, edit the partner and change the Partner Status to Inactive. If a partner was entered in error, it is appropriate to delete the partner.

## Delete Partner page

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Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
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2009-2010 Resources \*Required

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**Delete Partner**

 Are you sure you want to delete **American Diabetes Association** as a partner?

---

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## Partner Information Fields

Field/Section/Button	Instructions
<b>Status*</b>	<p>Indicate the status of the partner by selecting <i>Active</i> or <i>Inactive</i>. After selecting a status, enter the date that the status became effective. Be sure to enter the date as numbers in the following format: MM/DD/YYYY. For example, 10/08/2009. You can also click the calendar graphic to select a date from the calendar.</p>
<b>Find Partner*</b>	<p>Enter the name of the partner. As you type, the system displays a drop-down list with the names of partners that have already been entered into the MIS for all programs. When you select the desired name from the list, the system auto-populates the Partner Name field. If the desired name is not displayed, use the Partner Name field to enter the partner's name.</p> <p>You can click the <i>Reset Name &amp; Details</i> link to clear the Search fields and start another search.</p>
<b>Partner Name*</b>	<p>Enter the name of the partner organization.</p> <p>Maximum is 50 characters, about 10 words.</p>
<b>Programs Involved*</b>	<p>Select the check box for the programs associated with the partnership.</p>
<b>Partner Type*</b>	<p>Select the type of partner from the drop-down list.</p> <p>If the desired partner type is not included in the list, select <i>Other</i>, and enter the partner type in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 100 characters, about 20 words.</p>
<b>Partner Role*</b>	<p>Select the role of the partner from the drop-down list.</p> <p>If the desired partner type is not included in the list, select <i>Other</i>, and enter the partner role in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 100 characters, about 20 words.</p> <p><i>Note:</i> This field is displayed only for the CCC Policy DP-1017 and CCC 1205 FOAs.</p>
<b>Partner Agreement/MOU/MOA</b>	<p>Click <i>Browse</i> to navigate to the location where the document is saved, and select the document.</p> <p>To edit an attached file, edit the copy of the file on your computer, delete</p>

the attached file, and then upload it again. You can attach only one file, attaching a second file will overwrite the existing file.

*Note:* This field is displayed only for the CCC Policy DP-1017 and CCC DP-1205 FOAs.

**Association to Action Plan  
- Activities**

This column displays the activities from the action plan that are assigned to the partner. You can click the activity link to open a pop-up window that displays the activity details. After viewing the activity details, click *Close* to close the pop-up window.

**Time Frame**

This column displays the time frame, i.e., starting quarter and year and ending quarter and year for the activity.

**Reassign**

If you want to reassign the activity to another active partner, select a different partner from the drop-down list.

*Note:* To remove the partner from the activity, select Remove from Activity.

**Save**

Click *Save* to save the information you entered. The system saves the information and returns you to the Partners summary page.

If any fields on the page are incomplete or invalid when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Partners list page.

**Back**

Click *Back* to return to the Partners list page.

*Note:* This button is available only when viewing Partner information.

\*= Required field.

[Delete Partner Information](#)

When deleting a partner, you will be asked to confirm your decision. Once a partner is deleted it is no longer available in the system. If a partner who is assigned to action plan activities is deleted, they will be removed from that work plan activity as well.

*Note:* In order to maintain a history of partner information, it is recommended that partners are not deleted, but a partner's status can be changed to Inactive in the "Partner Status" field. However, if a partner is entered by mistake, it is appropriate to delete the partner.

## Contracts/Consultants


Use the Contracts/Consultants section to enter and maintain information about the contracts and consultants for your program. Contracts and consultants are individuals or organizations that receive funds in exchange for program specific work.

The following actions can be performed in the Contracts/Consultants section:

- **Add:** Click this link to add a new contract/consultant.
- **View:** Click this link to view contract/consultant information.
- **Edit:** Click this link to edit information for an existing contract/consultant.
- **Delete:** Click this link to remove a contract/consultant. Any contract/consultant deleted from this section will also be deleted from any assigned action plan activities for the current budget year.

**Note:** In order to maintain a history of contract/consultant information, It is recommended that contracts/consultants are not deleted. If a contract/consultant is entered by mistake, it is appropriate to delete the information.

## Contract/Consultant Information – List Page

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2009-2010 Resources      Year: 2009-2010

Contracts/Consultants [add](#)

Organization Name	Primary Role in Program	Status	
Arizona Foundation for Medical Care	Facilitation	Awarded	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
AZ - BreastCare/Comprehensive Cancer Section	Epidemiology/Surveillance	Awarded	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Community Health Centers of AZ	Policy Analysis	Awarded	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
UAMS Family & Preventive Medicine	Evaluation	Not Awarded	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>



Click the 'add' link to display the 'Add Contract' page.

Click the 'view', 'edit' or 'delete' link to display the corresponding page for a particular contract

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## Add Contract/Consultant

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2009-2010 Resources

\*Required

Add Contract

\*Contract Status:

☐ Awarded ☐ Not Awarded

\*Primary Role in Program:

Select one

Other (specify):

\*Organization Name:

\*Organization Type:

Select one

Other (specify):

\*Organization's Status on Contract:

☐ Active ☐ Inactive

Save

Cancel

## Edit Contract/Consultant

CDC Home



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2009-2010 Resources

\*Required

Edit Contract

Last Updated: 06/03/2010

\*Contract Status:

☒ Awarded ☐ Not Awarded

\*Primary Role in Program:

Facilitation

Other (specify):

\*Organization Name:

Arizona Foundation for Medical Care

\*Organization Type:

Foundations/Philanthropic

Other (specify):

\*Organization's Status on Contract:

☒ Active ☐ Inactive

Save

Cancel

## Delete Contract/Consultant Information

When deleting a contractor, you will be asked to confirm your decision. Once a contractor is deleted it is no longer available in the system. If a contractor who is assigned to action plan activities is deleted, the contractor will be removed from that action plan activity as well.



**Note**

*Note:* In order to maintain a history of contract/consultant information, it is recommended that contracts/consultants not be deleted. If a contract/consultant is no longer working with the program, the 'Organization's Status on Contract' field should be set to 'Inactive'. If a contract/consultant is entered by mistake, it is appropriate to delete the information.

### Delete Contract page

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Personnel | Partnerships/Coalitions | Partners | **Contracts/Consultants**

2009-2010 Resources \*Required

**Delete Contract**

Are you sure you want to delete **Arizona Foundation for Medical Care** as a contract/consultant?

Delete confirmation message.  
Select 'Yes' to delete the partner  
or 'No' to cancel the delete

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Field/Section/Button	Instructions
<b>Contract Status*</b>	Select <i>Awarded</i> or <i>Not Awarded</i> to indicate if the contract has been awarded or not.
<b>Primary Role in Program*</b>	<p>Select the primary role that the contractor performs in your program from the drop-down list.</p> <p>If the desired role is not included in the list, select <i>Other</i>, and enter the role in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 100 characters, about 20 words.</p>
<b>Organization Name*</b>	<p>Enter the name of the organization. If the contractor is an individual, enter the first and last name.</p> <p>Maximum text is 200 characters, about 40 words.</p>
<b>Organization Type*</b>	<p>Select the type of organization from the drop-down list.</p> <p>If the desired organization type is not included in the list, select <i>Other</i>, and enter the organization type in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 100 characters, about 20 words.</p>
<b>Organization's Status on Contract*</b>	Select <i>Active</i> or <i>Inactive</i> to indicate if the organization is active or inactive on the contract.
<b>Is contract funded by this FOA?*</b>	<p>Indicate by selecting <i>Yes</i> or <i>No</i> if the specific contract is funded by this FOA.</p> <p><i>Note:</i> This field is available to only Collaborative, CCC, and CCC PD-1205 FOAs.</p>
<b>Describe the funding source and amount*</b>	<p>If the contract is funded by this FOA and you selected <i>Yes</i> in the "Is contract funded by this FOA?" field, describe the funding source and enter the funding amount.</p> <p>Maximum text is 500 characters, about 100 words.</p> <p><i>Note:</i> This field is available to only Collaborative, CCC, and CCC PD-1205 FOAs.</p>
<b>Contract/Consultant is a</b>	For each area of subject matter expertise listed, specify the percentage of time allocated to the specific area for the

**subject matter expert in\***

contract/consultant by selecting the check box for the area and entering the number in the % text box. For example 25 or 100. Enter whole numbers in this field. You cannot enter decimal points, for example, 25.5. If the contract/consultant is not a subject matter expert in any of the areas listed, select *Not Applicable*.

**Note:**

This field is displayed only if you selected *Filled* in the Position Status field.

This field is available only for the CCC DP-1205 FOA.

**Association to Action Plan - Activities**

This column displays the activities from the action plan that are assigned to the contract. You can click the activity link to open a pop-up window that displays the activity details. After viewing the activity details, click *Close* to close the pop-up window.

**Time Frame**

This column displays the time frame, i.e., starting quarter and year and ending quarter and year for the activity.

**Reassign**

If you want to reassign the activity to another active contract, select a different contract from the drop-down list.

*Note:* To remove the contract from the activity, select Remove from Activity.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and re-display the Contracts/Consultants list page.

**Back**

Click *Back* to return to the List Contracts/Consultants list page.

*Note:* This button is available only when viewing Contract/Consultant information.

## Financial Tab (Comprehensive Cancer control (CCC) FOAs Only)

### Introduction:

The Financial tab contains the following sections:

- **Leveraged Funds** – The Leveraged Funds section is used to maintain information relating to the organizations participating in Leveraged Funds.
- **In-Kind** – maintain details on in-kind contributions

### Leveraged Funds

#### Leveraged Funds List page

The Leveraged Funds List page displays summary level information of the organizations participating in Leveraged Funds and their contribution amount. From the List page, you are able to add new Leveraged Funds or view, edit or delete existing Leveraged Funds sources.

The screenshot shows the 'Financial' tab of the 'Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)' interface. The page title is 'Arizona Department Of Health Services'. The navigation bar includes 'System Admin', 'FOAs & Recipients', 'Program Information', 'Resources', 'Financial' (selected), 'Planning', and 'Action Plan'. There are links for 'Help' and 'Log Out'. Below the navigation bar, there is a 'Cost Sharing | In Kind' section. The '2009-2010 Financial' section has a dropdown menu for 'Year' set to '2009-2010' and a 'Go' button. The main table is titled 'Source of Funds' and has columns for 'Source of Funds', 'Organization Type', 'Funds', and 'view | edit | delete'. The table lists three sources: 'American Cancer Society' (Nonprofit Organization, \$25,000), 'Arizona Department Of Health Services' (Other Government Agency, \$45,000), and 'Foundations' (Foundation, \$250,000). A 'Total Cost Sharing' row shows a total of \$320,000. Two yellow callout boxes with arrows point to the 'add' link and the 'view | edit | delete' links.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
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System Admin FOAs & Recipients Program Information Resources Financial Planning Action Plan

Cost Sharing | In Kind

2009-2010 Financial Year: 2009-2010 Go

Source of Funds	Organization Type	Funds	
American Cancer Society	Nonprofit Organization	\$25,000	view   edit   delete
Arizona Department Of Health Services	Other Government Agency	\$45,000	view   edit   delete
Foundations	Foundation	\$250,000	view   edit   delete
Total Cost Sharing		\$320,000	

Click the 'add' link to add a new Leveraged Funds

Select the applicable link to view, edit or delete a Leveraged Funds source

## Add/Edit Leveraged Funds Information

The pages for adding new Leveraged Funds information and editing existing Leveraged Funds information contain the same fields.

- To add a new Leveraged Funds source, select the appropriate options from the drop down list or enter information in the text fields.
- To edit Leveraged Funds information, select new list options or replace the information in the text fields.

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**Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)**  
**Arizona Department Of Health Services**

System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan
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**Cost Sharing** | [In Kind](#)

---

**2009-2010 Financial**

---

**Edit Cost Sharing** Li

---

\*Source of Funds: Arizona Department Of Health Services ▼  
Other (specify):

\*Organization Type: Other Government Agency ▼  
Other (specify):

\*Amount of Funds:

\*In-Kind: ☐ Yes ☒ No

\*Description: 

ABC

Annual operating cost

Characters: 21 / Maximum: 1500

---

## Delete Leveraged Funds

When deleting a Leveraged Funds entry, you will be asked to confirm your decision. Once Leveraged Funds information is deleted, it is no longer available in the system.

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### Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

#### Arizona Department Of Health Services

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Cost Sharing | [In Kind](#)

#### 2009-2010 Financial

#### Delete Cost Sharing



Are you sure you want to delete **Arizona Department Of Health Services** as a cost sharing?

Yes

No

## Leveraged Funds Field Instructions:

Field/Section/Button	Instructions
<b>Source of Funds*</b>	<p>Select the source of funds from the drop-down list.</p> <p>If the desired source of funds is not included in the drop-down list, select <i>Other</i>, and enter the source of funds in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 50 characters, about 10 words.</p>
<b>Organization Type*</b>	<p>Select the organization type from the drop-down list.</p> <p>If the desired organization type is not included in the drop-down list, select <i>Other</i>, and enter the organization type in the <i>Other</i> text box. Maximum text for the <i>Other</i> field is 50 characters, about 10 words.</p>
<b>Amount of Funds*</b>	<p>Enter the amount of the Leveraged Funds. Do not include decimal points.</p> <p>Maximum number for this field is 12 digits.</p> <p><i>Note:</i> The amount entered in this field must be higher than zero (0).</p>
<b>Description*</b>	<p>Enter a description for the Leveraged Funds item.</p> <p>Maximum number for this field is 1500 characters, about 300 words.</p> <p><i>Note:</i> You can use the spell checker to check your entry. The character count also allows you to keep track of how much data you have entered and how many characters you have left.</p>
<b>Save</b>	<p>Click <i>Save</i> to save the information you entered and return to the List Leveraged Funds page.</p> <p>If any fields on the page are incomplete or invalid when you click <i>Save</i>, the system displays an error. Correct all errors and click <i>Save</i> again.</p>
<b>Cancel</b>	<p>Click <i>Cancel</i> to discard any information entered and return to the List Leveraged Funds page.</p>
<b>Back</b>	<p>Click <i>Back</i> to return to the List Leveraged Funds page.</p>

# In Kind Contributions (Comprehensive Cancer Control (CCC) FOAs only)

The In-Kind Contributions list page lists all contributions that were made In-Kind to the program and a total amount for the contributions.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

Arizona Department Of Health Services

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Cost Sharing | In Kind

2009-2010 Financial

Year: 2009-2010

Go

In Kind Contributions [edit](#)

View In-Kind Contributions

\*Summary of Contributions:

Meeting/Conference Support

\$5,000

Personnel

\$15,000

Publishing

\$2,500

Supplies

\$1,000

Travel

\$3,500

Other - Promotional Items

\$250

Total Contributions:

\$27,250

Attach Additional Details:

## Add/Edit In-Kind Contributions

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)

Arizona Department Of Health Services

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Cost Sharing | In Kind

2009-2010 Financial

\*Required

Edit In-Kind Contributions

\*Summary of Contributions:

Meeting/Conference Support

5000

Monetary support

0

Personnel

15000

Publishing

2500

Supplies

1000

Travel

3500

Other(specify)

Promotional Items

250

Other(specify)

0

Other(specify)

0

Total Contributions:

\$27,250

Attach Additional Details:

Browse...

File size cannot exceed 10MB

Attached:

Note: Attaching a second file will overwrite the existing file.

Save

Cancel

Click 'Browse' to search for document to attach

## In-Kind Contributions Field Instructions

Field/Section/Button	Instructions
<b>Summary of Contributions*</b>	<p>Enter the amount of the In-Kind funds for each contribution type as necessary. If the desired In-Kind contribution type is not included in the list, enter a desired type in an <i>Other</i> text box and enter an amount for the <i>Other</i> In-Kind type in the text box next to the In-Kind type.</p> <p>Maximum text for the <i>Other</i> field is 50 characters, about 10 words. Maximum number for the amount is 12 digits. You can enter up to three <i>Other</i> In-Kind types.</p> <p><i>Note:</i> At least one In-Kind contribution amount must be entered.</p>
<b>Attach Additional Details</b>	<p>Enter the complete path for the document that you want to upload as an attachment or click Browse to navigate to the location where the document is saved and select the document.</p> <p>Maximum text is 200 characters, about 40 words.</p> <p><i>Note:</i> You can attach only one document to the In-Kind Contributions section. However, you can attach documents multiple times. The system overwrites the previously attached document each time you attach a new one. Attached documents cannot exceed 10MB in size.</p>
<b>Save</b>	<p>Click <i>Save</i> to save the information you entered and return to the In-Kind Contributions list page.</p> <p>If any fields on the page are incomplete or invalid when you click <i>Save</i>, the system displays an error. Correct all errors and click <i>Save</i> again.</p>
<b>Cancel</b>	<p>Click <i>Cancel</i> to discard any information entered and return to the In-Kind Contributions list page.</p>

\*= Required field

## Planning Tab

The Planning section is used to identify data sources and plans used to support the Project Period and Annual Objectives. Planning includes Data Sources and Plans and Logic Models

### Data Sources

The Data Sources list page displays a listing of the selected Standard Data Sources and a separate listing of the Other Data sources that are user defined.

- Edit the Standard Data Sources to select the data source used. You cannot add to the list of standard data sources. You may add an 'Other Data Source' if the data source used is not included in the Standard Data Sources list.

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[Data Sources](#) | [Plans and Logic Models](#)

2009-2010 Planning Year: 2009-2010

Click the 'edit' link to display the list of Standard Data Sources

[Standard Data Sources](#) [edit](#)

Name	Most Recent Data Set Year
Adult tobacco Survey (ATS)	2006
American Cancer Society Facts and Figures	2008
American Indian Tobacco Survey	2010
BRFSS Colorectal Cancer Screening	2009
Chronic Disease Indicators	2010
National Health Interview Survey (NHIS)	2007
Vital statistics	2009

[Other Data Sources](#) [add](#)

Name	Most Recent Year Collected
Arizona State Cancer Statistics	2009

view | edit | delete

Click the 'add' link to display the Other Data Sources Add page



## Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)

**Dekalb County Board Of Health**

[Help](#) [Log Out](#)

System Admin	FOAs & Recipients	Program Information	Resources	Planning	Action Plan	Community Information
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Data Sources | Plans and Logic Models

## 2009-2010 Planning

\*Required

## Standard Data Sources

**Last Updated:** 07/07/2010

\*Standard Data Sources:

Most Recent Data Set Year

Click the checkbox and enter year to select the data source

- ☒ American Cancer Society Facts and Figures
- ☐ Behavioral Risk Factor Surveillance System (BRFSS)
- ☐ Centers for Medicare and Medicaid Services (CMS)
- ☐ CHANGE
- ☐ Health Plan Employer Data and Information Set (HEDIS)
- ☐ Indian Health Service
- ☐ Kaiser Foundation
- ☐ National Cancer Data Base (NCDB)
- ☐ National Health and Nutrition Examination Survey (NHANES)
- ☐ National Immunization Survey (NIS)
- ☐ National Health Interview Survey (NHIS)
- ☐ National Program of Cancer Registries
- ☐ National Youth Tobacco Survey (NYTS)
- ☐ Pediatric Nutrition Surveillance System (PedNSS)
- ☐ Pregnancy Nutrition Surveillance System (PNSS)
- ☐ Pregnancy Risk Assessment Monitoring System (PRAMS)
- ☐ REACH Risk Factor Surveillance System
- ☐ School Health Education Profile
- ☐ Surveillance Epidemiology and End Results (SEER) Program
- ☐ U.S.Census
- ☐ Vital statistics
- ☒ Woman, Infants, and Children (WIC)
- ☐ Youth Risk Behavior Surveillance System (YRBSS)
- ☐ Other(specify)

2001	
2010	

### Association to Action Plan

Decrease the number of Test from 0 to 3 by September 2010.

Decrease the number of test from 123 to 123 by September 2010.

Decrease the percent of self identifying smoker from 15000% to 12000% by September 2013.

Decrease the percent of Skin Cancer among teens from 25% to 10% by September 2013.

Increase the proportion of kids who play outside every day to 4 by September 2013.

This section displays the Action Plan objectives associated with the selected data sources

Save Cancel

Cancel

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Centers for Disease Control and Prevention 1600 Clifton Rd. Atlanta, GA 30333, USA

800-CDC-INFO (800-232-4636) TTY: (888) 232-6348, 24 Hours/Every Day - [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)



## Add Other Data Source:

1. Click the 'add' link on the Data Sources List page.
2. Enter the required information
3. Click the 'Save' button

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

[Help](#) [Log Out](#)

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

Data Sources | [Plans and Logic Models](#)

2009-2010 Planning

\*Required

Add Other Data Source

\*Data Source Name:

\*Population Sampled:

Spellchecker

Characters: 0 / Maximum: 1500

\*Collection Methods:

Characters: 0 / Maximum: 1500

\*Frequency:

☐ Ongoing Collections

☐ Single Collection

\*Most Recent Year Collected: (YYYY)

Save

Cancel

Page 68

12/3/2012

# Plans & Logic Models

## Plans and Logic Models – List page

The List page displays a summary of all plans and logic models you have added. From the List page, you are able to link to the 'add', 'edit' and 'delete' pages.

The screenshot shows the 'Plans and Logic Models' list page. At the top, there's a header for 'Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)' and 'Arizona Department Of Health Services'. Below this is a navigation bar with tabs: System Admin, FOAs & Recipients, Program Information, Resources, Financial, Planning, and Action Plan. The 'Planning' tab is selected. Under 'Planning', there's a sub-tab 'Data Sources | Plans and Logic Models'. Below this, there's a section for '2009-2010 Planning' with a 'Year' dropdown set to '2009-2010' and a 'Go' button. The main table has columns: 'Document Title', 'File', and 'File Size'. The first row shows 'AZ State Plan' with a file named 'NCCDPHP Consolidated M...'. Callouts point to the 'add' link next to 'Plans and Logic Models', the 'Browse' button in the 'File' column, and the 'edit' and 'delete' links in the 'File Size' column.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Data Sources | Plans and Logic Models

2009-2010 Planning Year: 2009-2010 Go

Plans and Logic Models [add](#)

Document Title	File	File Size
AZ State Plan	NCCDPHP Consolidated M...	206 K <a href="#">edit</a> <a href="#">delete</a>

## Add Plans and Logic Models

1. Select the 'add' link from the Plans and Logic Models list page to display the add page.
2. Complete applicable fields
3. Click 'Browse' button to locate document to be uploaded
4. Click the 'Save' button

The screenshot shows the 'Add Plans and Logic Models' form. At the top, there's a header for 'Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)' and 'Arizona Department Of Health Services'. Below this is a navigation bar with tabs: System Admin, FOAs & Recipients, Program Information, Resources, Financial, Planning, and Action Plan. The 'Planning' tab is selected. Under 'Planning', there's a sub-tab 'Data Sources | Plans and Logic Models'. Below this, there's a section for '2009-2010 Planning'. The main section is titled 'Add Plans and Logic Models'. It contains several fields: '\*Document Title:' with a text input field; '\*File:' with a text input field, a 'Browse...' button, and a note 'File size cannot exceed 10MB'; '\*Date Revised:' with a text input field and a calendar icon; and '\*Type:' with a list of radio button options: Dissemination Plan, Evaluation Plan, Logic Model, Media/Communication Plan, State Plan, Strategic Plan, Sustainability Plan, and Other (specify) with a text input field. At the bottom, there are 'Save' and 'Cancel' buttons.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Data Sources | Plans and Logic Models

2009-2010 Planning

Add Plans and Logic Models

\*Document Title:

\*File:  [Browse...](#) File size cannot exceed 10MB

\*Date Revised:

\*Type:

- ☐ Dissemination Plan
- ☐ Evaluation Plan
- ☐ Logic Model
- ☐ Media/Communication Plan
- ☐ State Plan
- ☐ Strategic Plan
- ☐ Sustainability Plan
- ☐ Other (specify)

[Save](#) [Cancel](#)

## Edit Plans and Logic Models

1. Select the edit link from the Plans and Logic Models list page to display the edit page
2. Select new list options or type over existing fields

---

**Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)**  
**Arizona Department Of Health Services**

System Admin

FOAs & Recipients

Program Information

Resources

Financial

Planning

Action Plan

Data Sources | Plans and Logic Models

**2009-2010 Planning**

**Edit Plans and Logic Models**

\*Document Title:

AZ State Plan

\*File:

NCCDPHP Consolidated MIS Project Charter v1.0.doc

\*Date Revised:

5/31/2009

\*Type:

☐ Dissemination Plan

☐ Evaluation Plan

☐ Logic Model

☐ Media/Communication Plan

☒ State Plan

☐ Strategic Plan

☐ Sustainability Plan

☐ Other (specify)

Save

Cancel

## Delete Plans and Logic Models

1. Select the delete link from the Plans and Logic Models list page. The delete confirmation message will be displayed.
2. Select 'Yes' to confirm delete or 'No' to cancel delete.

---

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan
--------------	-------------------	---------------------	-----------	-----------	----------	-------------


Data Sources | **Plans and Logic Models**

---

## 2009-2010 Planning

### Delete Attachment

---

 Are you sure you want to delete **AZ State Plan** as a Plan/Logic Model?

Yes

No

## Evaluation (Comprehensive Cancer Control (CCC) FOAs only)

### Evaluation - List Page

The Evaluation List page displays a summary of all plans and reports you have added. From the List page, you are able to view plans and reports, edit plans and reports or added attachments.

The screenshot shows the 'Evaluation' section of the Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205) system. At the top, there's a header for 'Alabama Department of Public Health' and a navigation bar with tabs: FOAs & Recipients, Program Information, Resources, Financial, Planning, Action Plan, Reports, and Search. Below this is a sub-header 'Data Sources | Evaluation | Plans and Logic Models'. The main content area is titled '2012-2013 Planning' and includes a 'Year: 2012-2013' dropdown and a 'Go' button. Below the header, there are links for 'Evaluation edit | attachments' and 'View Evaluation'. A callout box points to the 'edit' link, stating: 'Select the \'edit\' link to add or update evaluation information and to attach the Evaluation Plan and Report'. Another callout box points to the 'attachments' link, stating: 'Select this link to attach other evaluation documents such as the 4 required evaluation dissemination documents'. The main content area displays a list of evaluations with the following details:

*Do you have an Evaluation Plan?	Yes
*Plan Date: 10/8/2012	
508_Review_Involuntary Smoking SGRI_06142012.doc	
*Evaluation Plan includes description of the following:	
- Potential effects of selected activities	
- Stakeholder involvement	
*Evaluation Plan assess the following:	
- Program Interventions	
*Have you created an Evaluation Report?	No
*Expected Date of Completion: 10/26/2012	
*Explain Barriers, Issues or Interim Approach:	
test	
*Were the evaluation results disseminated?	Yes
*Enter Date of Dissemination: 10/10/2012	
Describe how evaluation results were disseminated:	
*des results	
*Were enhancements made based on the evaluation findings?	Yes
*Explain Barriers or Issues:	
1205 yes findings	

### Planning: Evaluation Add/Edit

The Evaluation add/edit page will be used to enter or update information about your evaluation plan and report. Information on this page is not transferred to the upcoming year and must be entered on an annual basis. Your completed evaluation plan and report must be attached on this page. Other documentation, such as the 4 required evaluation dissemination documents, will be attached on the Evaluation Documents page.

- Select the appropriate response options to question on the evaluation page.

- Click the browse button to attach the required evaluation plan and report.
  - If 'yes' response you're required to attach the evaluation plan or report and respond to all related questions.
  - If 'no' response, you must enter the expected completion date and explain any barriers or issues.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC-DP1205)  
Alaska Department of Public Health

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan | Reports | Search

Data Sources | Evaluation | Plans and Logic Models

2011-2012 Planning \*Required

Edit Evaluation Last Updated: 02/04/2011

\*Do you have an Evaluation Plan? ☐ Yes ☐ No

\*Plan date: 08/05/2011 (mm/dd/yyyy)

\*Attach Evaluation Plan

File size cannot exceed 5MB

\*Evaluation Plan includes description of the following:

- ☐ Stakeholder Involvement
- ☐ How the goals/objectives link to outcomes
- ☐ Potential effects of selected activities
- ☐ Short term measures of success
- ☐ Long term measures of success
- ☐ Plans for communication and utilization of findings
- ☐ Data collection and analysis methods
- ☐ Mixed methods that yield both quantitative and qualitative data
- ☐ Plans for communication and utilization of findings

\*Expected Completion Date: 08/05/2011 (mm/dd/yyyy)

\*Explain barriers or issues:

Text goes here...

Characters: 14 / Maximum: 500

Use the 'Browse' button to search your local or network drives for the file to attach.

\*Have you created an Evaluation Report?

☐ Yes: \*Report date: 08/05/2011 (mm/dd/yyyy)

\*Attach Evaluation Report

Browse

File size cannot exceed 5MB

\*Evaluation Report includes description of the following:

☐ Evaluation Methods

☐ Results

☐ Limitations

☐ Recommendations

Use the 'Browse' button to search your local or network drives for the file to attach.

☐ No: \*Expected Completion Date: 08/05/2011 (mm/dd/yyyy)

\*Explain barriers or issues:

Text goes here...

Characters: 14 / Maximum: 500

\*Were the evaluation results disseminated?

☐ Yes: \*Enter date of dissemination: 08/05/2011 (mm/dd/yyyy)

Describe how evaluation results were disseminated

Text goes here...

Characters: 0 / Maximum: 2000

☐ No: \*Expected date of dissemination: 08/05/2011 (mm/dd/yyyy)

Explain barriers or issues

Text goes here...

Characters: 0 / Maximum: 2000

\*Were enhancements made based on the evaluation findings?

☐ Yes: ☒ No

\*Describe enhancements or barriers:

Text goes here...

Characters: 14 / Maximum: 500

After clicking the Save button, select the "evaluation documents" link at the top of the page to upload evaluation products.

Click the save button to return to the Evaluation View page and display the link for the 'Evaluation documents'

Save

Cancel

## Planning: Evaluation Documents

- Use the Evaluation Documents section to attach related evaluation products such as the 4 required evaluation dissemination documents

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)  
Alabama Department of Public Health

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan | Reports | Search

Data Sources | Evaluation | Plans and Logic Models

2012-2013 Planning

Evaluation Documents [add](#)

Click the 'add' link to add a new Evaluation document

Document Title	File	Date	File Size
Evaluation Document 1	508_REVIEW_USCS_050820...	10/15/2012	148 K

## Planning: Evaluation Documents Add/Edit

- Enter the required information to attach the evaluation document

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)  
Alabama Department of Public Health

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan | Reports | Search

Data Sources | Evaluation | Plans and Logic Models

2012-2013 Planning \*Req

Add Evaluation Documents

\*Document Title:

\*File Name and Location:  [Browse...](#) File size cannot exceed 10MB

\*Date:

\*Is this one of the four required evaluation dissemination documents? ☐ Yes ☐ No

\*Was this document published in a peer review journal? ☐ Yes

\*Journal Name

\*Publication Date

☐ Pending

\*Anticipated Publication Date

☐ No

[Save](#) [Cancel](#)

## Evaluation Field Instructions

Field/Section/Button	Instructions
<b>Do you have an Evaluation Plan?*</b>	Indicate by selecting <i>Yes</i> or <i>No</i> if you do or do not have an evaluation plan.
<b>Plan Date*</b>	If you have an evaluation plan and selected <i>Yes</i> , enter the date that the evaluation plan was completed in the text box in MM/DD/YYYY format or select a date from the calendar.
<b>Attach Evaluation Plan*</b>	If you have an evaluation plan and selected <i>Yes</i> in the "Do you have an Evaluation Plan?" field, click <b>Browse</b> to navigate to the location where the document that you want to upload as an attachment is saved, and then select the document.
<b>Evaluation Plan includes description of the following*</b>	If you have an evaluation plan and selected <i>Yes</i> in the "Do you have an Evaluation Plan?" field, select options that describe the evaluation plan.
<b>Evaluation Plan assesses the following*</b>	If you have an evaluation plan and selected <i>Yes</i> in the "Do you have an Evaluation Plan?" field, select the options that the evaluation plan assesses.
<b>Expected Date of Completion (MM/DD/YYYY)*</b>	If you do not have an evaluation plan and selected <i>No</i> in the "Do you have an Evaluation Plan?" field, enter the date that you expect the evaluation plan to be completed in MM/DD/YYYY format or select a date from the calendar.
<b>Explain barriers or issues*</b>	<p>If you do not have an evaluation plan and selected <i>No</i> in the "Do you have an Evaluation Plan?" field, explain the barriers or issues that are preventing you from creating an evaluation plan.</p> <p>Maximum text is 2000 characters, about 400 words.</p>
<b>Have you created an Evaluation Report?*</b>	Indicate by selecting <i>Yes</i> or <i>No</i> if you have or have not created an evaluation report.

<b>Attach Report*</b>	If you have created an evaluation report and selected <i>Yes</i> in the "Have you created an Evaluation Report?" field, click <b>Browse</b> to navigate to the location where the document that you want to upload as an attachment is saved and select the document.
<b>Report Date*</b>	If you have created an evaluation report and selected <i>Yes</i> in the "Have you created an Evaluation Report?" field, enter the date that the evaluation plan was completed in the text box in mm/dd/yyyy format or select a date from the calendar.
<b>Evaluation Report includes description of the following?*</b>	If you have created an evaluation report and selected <i>Yes</i> in the "Have you created an Evaluation Report?" field, select the response options that the evaluation plan addresses.
<b>Were the evaluation results disseminated?*</b>	Indicate by selecting <i>Yes</i> or <i>No</i> if the evaluation results in the evaluation report have been disseminated.
<b>Enter Date (mm/dd/yyyy)*</b>	If you have created an evaluation report and evaluation results have been disseminated, enter the date that the results were disseminated in the evaluation report were disseminated in mm/dd/yyyy format.
<b>Describe how evaluation results were disseminated*</b>	<p>If you have created an evaluation report and evaluation results have been disseminated, enter a description of how the results were disseminated.</p> <p>Maximum text is 2000 characters, about 500 words.</p>
<b>Expected date of dissemination*</b>	If the evaluation results have not been disseminated, enter the date that you expect the evaluation results to be disseminated or select a date from the calendar.
<b>Explain barriers or issues*</b>	<p>If the evaluation results have not been disseminated, explain the barriers or issues that are preventing you from disseminating the results.</p> <p>Maximum text is 5000 characters, about 1000 words.</p>
<b>Expected Date of Completion (MM/DD/YYYY)*</b>	If you have not created an evaluation plan and selected <i>No</i> in the "Have you created an Evaluation Report?" field, enter the date that you expect the evaluation report to be completed in MM/DD/YYYY format or select a

date from the calendar.

**Explain barriers or issues\***

If you do not have an evaluation plan and selected *No* in the "Have you created an Evaluation Report?" field, explain the barriers or issues that are preventing you from creating an evaluation plan.

Maximum text is 5000 characters, about 1000 words.

**Were enhancements made based on the evaluation findings?\***

Indicate by selecting Yes or No if any enhancements were made to your program based on the evaluation findings.

**Describe enhancements made based on the evaluation findings\***

If enhancements were made to your program based on the evaluation findings, describe the enhancements in detail.

Maximum text is 5000 characters, about 1000 words.

**Save**

Click *Save* to save the Evaluation section. The system saves the information and returns you to the Evaluation view page, where it displays the attachment.

*Note:* After saving the information, you can select the *Evaluation Documents* link at the top of the page and upload additional evaluation products.

**Cancel**

Click *Cancel* to discard any information entered return to the Evaluation view page.

\*= Required field.

[Delete Attachments](#)

When deleting an attachment, you will be asked to confirm your decision. Once an attachment is deleted it is no longer available in the system

# Action Plan

## Introduction:

The Action Plan section serves as a means for states to manage program related work, track the progress and document the results. The information in the Action Plan section is organized and displayed in a hierarchical fashion with the Project Period Objective at the top of the Hierarchy. Annual Objectives and Progress may be added for a Project Period Objective. Activities, products and progress may be added for an Annual Objective.

1. **Project Period Objective (PPO)** – Describes the long term 5-year objective. The PPO must be added first before any other action plan components can be added.
  - 1.1. **Project Period Objective Progress** – Used to document the progress made toward the PPO during the interim or annual reporting period
  - 1.2. **Annual Objective** – Describes the short term annual objective required to meet the longer term PPO. An Annual Objective must be added before Annual Objective Progress, Activity and Product can be added.
    - 1.2.1. **Annual Objective Progress** – Used to document the progress made toward the Annual Objective during the interim or annual reporting period
    - 1.2.2. **Activity** – Describes the actual work or action taken to meet the Annual Objective.
    - 1.2.3. **Products** – Tangible output or artifact resulting from an activity

Click + or – to collapse or expand view of PPO components

Add PPO

Display: All ▼

⊞ PPO: Increase the percent of health education presentations t...

⋮ Progress (1)

⊞ AO: Increase the percent of CVD patients who are smokers and...

⋮ Progress (1)

⋮ Activities (3)

⋮ Products (1)

⊞ AO: Maintain the proportion of Public Health to 0% by June 2...

⊞ PPO: Increase the number of identified Cancer Professional Ed...

⋮ Progress (1)

⊞ AO: Increase the number of regional community cancer educati...

⊞ PPO: Increase the number of healthcare providers who have imp...

⊞ PPO: Increase the percent of people participating in recommen...

⊞ PPO: Decrease the percent of oil on the beach from 40% to 29%...

⊞ PPO: Decrease the percent of death prevented from 50% to 35% ...

⋮ Progress (0)

## Action Plan Summary Page

The Action Plan Summary page is divided into two sections. The left side contains a multi-level navigation tree that displays a summarized view of the PPO(s) and its associated Project Period Objective Progress, Annual Objectives, Annual Objective Progress, Activities and Products. The right side is used to display the Action plan details and links to view, add, edit or delete the various components.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

2009-2010 Action Plan

Year: 2009-2010

Action Plan Summary

Add PPO

PPO: Increase the percent of community venues providing oppor...

Progress (1)

AO: Increase the number of middle and high school students p...

Progress (1)

Activities (1)

Products (1)

AO: Increase the number of Elementary schools who implement ...

Progress (0)

Activities (0)

Products (0)

PPO: Decrease the number of communities that allow smoking in...

Progress (0)

AO: Increase the percent of communities implementing smoking...

Progress (0)

Activities (2)

Products (0)

PPO: Increase the percent of Total miles of physical infrastr...

PPO: Decrease the number of Test from 0 to 3 by September 201...

PPO: Increase the percent of vending machines in schools with...

Project Period Objective Summary

Increase the percent of community venues providing opportunities to be physically active from 35.00% to 60.00% by September 2013. [view](#) | [edit](#) | [delete](#)

Project Period Objective Progress [add](#)

Progress Period	Description	Target Met	
Second 6 Months	5 additional schools, 7 churches, and 2 private child care facilities [providing after-school programs] are now offering physical activity opportun...	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Annual Objective [add](#)

Annual Objective [hide details](#)

Increase the number of middle and high school students participating in after-school sports programs (e.g., IM, club and JV sports) from 1500.00 to 3500.00 by September 2010. [view](#) | [edit](#) | [delete](#)

Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	Additional 500 students added.	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Activities [add](#)

Title	Lead Personnel	Timeframe	
Determine the number of students not participating in a sport	Sally Walker	Third Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Products [add](#)

Title	Type	File Name	
Sports participation survey for middle and high school students	miSurvey instruments	Program Information Tab.docx	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Annual Objective [show details](#)

Increase the number of Elementary schools who implement 150 minutes per week of physical from 8 to 15 by September 2010. [view](#) | [edit](#) | [delete](#)

Action Plan details section

Navigation tree

Page 80

12/3/2012

## Add a Project Period Objective:

1. Select the 'Add PPO' button on the navigation tree to display the Add Project Period Objective page.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
Dekalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

**Add PPO**

**Project Period Objective Summary**  
Increase the percent of community venues providing opportunities to be physically active from 35.00% to 60.00% by September 2013. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
Second 6 Months	5 additional schools, 7 churches, and 2 private child	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

2. The 'Add Project Period Objective' page is displayed in the Action Plan Detail Section. The fields displayed are specific to each FOA. Please see the Action Plan field instructions at the end of this section for detailed information on adding each field.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

**Add PPO**

**Add Project Period Objective**

\*Related Program:

- ☐ National CCC Program
- ☐ Colorectal Cancer
- ☐ Ovarian Cancer
- ☐ Prostate Cancer
- ☐ Skin Cancer

\*Related Program Goal:

Characters: 0 / Maximum: 2000

\*Priority Area:

- ☐ Prevention
- ☐ Alcohol
- ☐ Diet/Nutrition
- ☐ Environment
- ☐ Obesity
- ☐ Physical Activity
- ☐ Sun Protection
- ☐ Tobacco
- ☐ Vaccination (specify)

3. Responses entered in Measurement section will be used to generate a SMART objective statement.
- Direction of Change – Select increase, decrease or Maintain
  - Unit of Measurement – Select 'Percent of', 'Number of', 'Proportion of' or 'Rate of'
  - What will be measured? – Enter text describing what will be measured. Ex: 'outdoor public recreation areas adopting 24/7 tobacco-free policies'
  - Baseline – Enter the baseline number. If unknown, check the 'Unknown' box below the baseline field
  - Target – Enter the objective target number
  - Data Source – Select the data source that will be used to support the objective. This list of data sources are based on the selections made in the Planning Tab – Data Sources section.
  - Timeframe – Defaults to the FOA project period. Depending on the FOA, this date is read-only and cannot be changed. For certain FOAs, the user may select the appropriate state and end dates.

The screenshot shows a web form for creating a SMART objective. It includes sections for Cancer Focus, Objective Description, Measurement (with sub-sections for Direction of Change, Unit of Measurement, What will be measured?, Baseline, Target, Data Source, and Other), and Timeframe. Annotations highlight specific features: a yellow box points to the 'Unknown' checkbox under Baseline; another yellow box points to the 'Data Source' dropdown menu; a third yellow box points to the 'Timeframe' date range; and a fourth yellow box points to the 'Data Source' dropdown menu.

\*Cancer Focus:

- ☐ All Cancers
- ☐ Breast
- ☐ Cervical
- ☐ Childhood Cancer
- ☐ Colorectal
- ☐ Hematologic
- ☐ Lung
- ☐ Ovarian
- ☐ Prostate
- ☐ Skin
- ☐ Not applicable
- ☐ Other (Specify)

\*Describe the objective and how it will impact the problem:

Characters: 0 / Maximum: 2000

\*Measurement:

Direction of Change: Select

Unit of Measurement: Select

What will be measured?

Characters: 0 / Maximum: 300

Baseline:

Target:

☐ Unknown

Data Source: Select

Other (specify):

Timeframe: 06/30/2007 - 06/29/2012

Save Cancel

Check this box if Baseline is unknown

Displays list of data sources that were selected in the Data Sources section of the Planning Tab

Timeframe based on the FOA project period

## View, Edit or Delete a Project Period Objective:

1. Click on the Project Period Objective in the navigation tree to display the Project Period Objective Summary
2. Select the applicable link following the objective in the Project Period Objective Summary to display the view, edit or delete page.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

Add PPO

PPO: Increase the percent of community venues providing opportunities to be physically active from 35.00% to 60.00% by September 2013. view | edit | delete

Progress (1)

AO: Increase the number of middle and high school students p...

Progress (1)

Activities (1)

Pending (1)

### Project Period Objective Summary

Increase the percent of community venues providing opportunities to be physically active from 35.00% to 60.00% by September 2013. view | edit | delete

#### Project Period Objective Progress add

Progress Period	Description	Target Met	
Second 6 Months	5 additional schools, 7 churches, and 2 private child	No	view   edit   delete

Click on the objective in the navigation tree

Select link to view, edit or delete PPO

- **View** - information is "read-only" and cannot be changed.
- **Edit** - displays the existing information and allows modifications.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

Add PPO

Display: All

PPO: Increase the percent of health education presentations t...

PPO: Increase the number of identified Cancer Professional Ed...

PPO: Increase the number of healthcare providers who have imp...

PPO: Increase the percent of people participating in recommen...

PPO: Decrease the percent of c on the beach from 40% to 29%...

PPO: Decrease the percent of death prevented from 50% to 35% ...

### Edit Project Period Objective Progress

Related Project Period Objective Details: Increase the percent of health education presentations to target audiences across the state from 15% to 65% by June 2012.

\*Progress Period: First 6 Months

\*Objective's Target Met: ☐ Yes ☒ No ☐ Ongoing

\*Current Measurement: 30 ☐ Unknown at this time

\*Describe Progress:

Provided educational materials on cancer for a women's health initiative being held at Liberty Hill Church. Approximately 125 attended.

- **Delete** - displays a warning message. If the Project Period Objective is associated with one or more annual objective or PPO progress, the delete of the PPO will not be allowed. The annual objective and/or PPO progress must first be deleted before the PPO can be deleted. If no PPO progress or annual objective exists for the PPO, a delete confirmation message will be issued. The delete will be allowed if the 'Yes' response is selected for the confirmation message.

**Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)**  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

**2009-2010 Action Plan** Year: 2009-2010 Go

**Action Plan Summary**

Add PPO  
Display: All  

- PPO: Increase the percent of health education presentations t...
- PPO: Increase the number of identified Cancer Professional Ed...
- PPO: Increase the number of healthcare providers who have imp...

### Delete Project Period Objective

⚠ The project period objective cannot be deleted since it has at least one progress or annual objective entered. Please delete all related information before deleting the Project Period Objective.

OK

## Add an Annual Objective:

1. Select the 'Project Period Objective' from the navigation tree for which the Annual Objective is being added.

**Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)**  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

**2009-2010 Action Plan** Year: 2009-2010 Go

**Action Plan Summary**

Add PPO  
Display: All  

- PPO: Increase the percent of health education presentations t...
- PPO: Increase the number of identified Cancer Professional Ed...
- PPO: Increase the number of healthcare providers who have imp...
- PPO: Increase the percent of people participating in recommen...
- PPO: Decrease the percent of oil on the beach from 40% to 29%...
- PPO: Decrease the percent of death prevented from 50% to 35% ...

### Project Period Objective Summary

Increase the number of identified Cancer Professional Education Tools within the community, health care, school and work site settings from 0% to 1% by June 2012. [view](#) | [edit](#) | [delete](#)

#### Project Period Objective Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	A significant number of materials were identified that are available for download via the web and/or can be ordered. A list of these resources will...	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

#### Annual Objective [add](#)

Click 'add' link to display the Add Annual Objective page

2. In the Project Period Objective Summary section, click the Annual Objective 'add' link to display the Add Annual Objective page.

- The 'Add Annual Objective' page is displayed in the Action Plan detail section. The fields displayed are specific to each FOA. Please see the Action Plan field instructions at the end of this section for detailed information on adding each field.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin FOAs & Recipients Program Information Resources Financial Planning **Action Plan**

2009-2010 Action Plan Year: 2009-2010 Go

**Action Plan Summary**

**Add PPO**

Display: All

- PPO: Increase the percent of health education presentations...
- PPO: Increase the number of identified Cancer Professional Ed...
- PPO: Increase the number of healthcare providers who have imp...
- PPO: Decrease the percent of c on the beach from 40% to 25%...

**Add Annual Objective**

Related Project Period Objective: Increase the percent of health education presentations to target audiences across the state from 15% to 65% by June 2012.

\*Related FOA Recipient Activity:

- ☐ 1 - Assess and enhance current infrastructure
- ☐ 2 - Build strong partnerships
- ☐ 3 - Assess the burden of cancer
- ☐ 4 - Mobilize support for comprehensive cancer control
- ☐ 5 - Develop a plan that has broad support
- ☐ 6 - Implement the plan
- ☐ 7 - Conduct evaluation of the plan
- ☐ 8 - Effect policy change
- ☐ 9 - Monitor changes in population based measures

\*Strategy:

Comprehensive Cancer Control

Characters: 0 / Maximum: 2000

\*Identify the Rationale/Approach for the Strategy:

Evidence-based

- ☐ United States Preventive Services Task Force (USPSTF)
- ☐ National Guideline Clearinghouse (AHRQ)
- ☐ Guide to Community Preventive Services (The Community Guide)
- ☐ MMWR Recommendations
- ☐ Best Practices for Comprehensive Tobacco Control Program
- ☐ American Cancer Society

Systematic Reviews

- ☐ Cochrane Reviews
- ☐ National Cancer Institute's (NCI) Physician Data Query (PDQ)
- ☐ AHRQ effective healthcare program evidence reviews (EPC Evidence Reports)

- Complete the fields required to add the Annual Objective. As indicated in the PPO section above, the Measurement section fields are designed to create the SMART statement based on your responses.

\*Population Focus:

☐ General Population

☐ Specific Population

\*Measurement:

Direction of Change: Select Unit of Measurement: Select

What will be measured?

Characters: 0 / Maximum: 300

Baseline: Target:

☐ Unknown

Data Source: Select

Other (specify):

Timeframe: 6/30/2009 - 6/29/2010

Save Cancel

## Add Progress for a Project Period Objective (PPO Progress):

1. Select the PPO for which progress is being added from the navigation tree
2. Select the 'Project Period Objective Progress add' link from the PPO Summary section

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

Add PPO

Display: All

PPO: Increase the percent of health education presentations t...  
PPO: Increase the number of identified Cancer Professional Ed...  
PPO: Increase the number of healthcare providers who have imp...  
PPO: Increase the percent of people participating in recommen...  
PPO: Decrease the percent of oil on the beach from 40% to 29%...  
PPO: Decrease the percent of death prevented from 50% to 35% ...

**Project Period Objective Summary**  
Increase the number of identified Cancer Professional Education Tools within the community, health care, school and work site settings from 0% to 1% by June 2012. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress add**

Progress Period	Description	Target Met
First 6 Months	A significant number of materials were identified that are available for download via the web and/or can be ordered. A list of these resources will...	Yes <a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Annual Objective add**

3. The Add Project Period Objective Progress page will be displayed. Complete the required fields to add the PPO progress. The fields displayed are specific to each FOA. Please see the Action Plan field instructions at the end of this section for detailed information on adding each field.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

Add PPO

Display: National CCC Program

PPO: Increase the percent of health education presentations t...  
PPO: Increase the number of identified Cancer Professional Ed...  
PPO: Increase the number of healthcare providers who have imp...  
PPO: Decrease the percent of c on the beach from 40% to 29%...

**Add Project Period Objective Progress**

Related Project Period Objective Details: Increase the percent of health education presentations to target audiences across the state from 15% to 65% by June 2012.

\*Progress Period: Select one

\*Objective's Target Met: ☐ Yes ☐ No ☐ Ongoing

\*Current Measurement:  ☐ Unknown at this time

\*Describe Progress:

Characters: 0 / Maximum: 5000

\*Facilitating Factors of Success:

## View or Edit or Delete Progress for a Project Period Objective (PPO Progress):

1. Click on the Project Period Objective in the navigation tree to display the Project Period Objective Summary.
2. Under the Project Period Objective Progress, select the applicable link for the desired Progress Period to display the view, edit or delete page.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

Add PPO  
Display: All  

- PPO: Increase the percent of health education presentations t...
- PPO: Increase the number of identified Cancer Professional Ed...
- PPO: Increase the number of healthcare providers who have imp...
- PPO: Increase the percent of people participating in recommen...
- PPO: Decrease the percent of oil on the beach from 40% to 29%...
- PPO: Decrease the percent of death prevented from 50% to 35% ...

### Project Period Objective Summary

Increase the number of identified Cancer Professional Education Tools within the community, health care, school and work site settings from 0% to 1% by June 2012. [view](#) | [edit](#) | [delete](#)

### Project Period Objective Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	A significant number of materials were identified that are available for download via the web and/or can be ordered. A list of these resources will...	Yes	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

### Annual Objective [add](#)

Select view, edit or delete link

- **View** - information is "read-only" and cannot be changed.
- **Edit** - displays the existing information and allows modifications.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

2009-2010 Action Plan Year: 2009-2010 Go

Action Plan Summary

Add PPO  
Display: All  

- PPO: Increase the percent of health education presentations t...
- PPO: Increase the number of identified Cancer Professional Ed...
- PPO: Increase the number of healthcare providers who have imp...
- PPO: Increase the percent of people participating in recommen...
- PPO: Decrease the percent of oil on the beach from 40% to 29%...
- PPO: Decrease the percent of death prevented from 50% to 35% ...

### Edit Project Period Objective Progress

Related Project Period Objective Details: Increase the percent of health education presentations to target audiences across the state from 15% to 65% by June 2012.

\*Progress Period: First 6 Months

\*Objective's Target Met: ☐ Yes ☒ No ☐ Ongoing

\*Current Measurement: 30 ☐ Unknown at this time

\*Describe Progress:

Provided educational materials on cancer for a women's health initiative being held at Liberty Hill Church. Approximately 125 attended.

Characters: 132 / Maximum: 5000

\*Facilitating Factors of Success:

The newly elected treasurer of the AR Board of Health Education was instrumental in securing the necessary funding

- **Delete** - displays a delete confirmation message. Select 'Yes' to delete the PPO Progress or 'No' to cancel the delete action.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin FOAs & Recipients Program Information Resources Financial Planning Action Plan

2009-2010 Action Plan

Year: 2009-2010 Go

Action Plan Summary

<p><a href="#">Add PPO</a></p> <p>Display: All</p> <ul style="list-style-type: none"> <li>PPO: Increase the percent of health education presentations t...</li> <li>PPO: Increase the number of identified Cancer Professional Ed...</li> <li>PPO: Increase the number of healthcare providers who have imp...</li> <li>PPO: Increase the percent of people participating in recommen...</li> <li>PPO: Decrease the percent of oil on the beach from 40% to 29%...</li> <li>PPO: Decrease the percent of death prevented from 50% to 35% ...</li> </ul>	<p><b>Delete Project Period Objective Progress</b></p> <p>Are you sure you want to delete <b>Provided educational materials on cancer for a women's health initiative being held at Liberty Hill Church. Approximately 125 attended.</b> as a Progress?</p> <p><a href="#">Yes</a> <a href="#">No</a></p>
---	---

### Add Progress for an Annual Objective:

1. Select the PPO for which the annual objective progress is being added in the navigation tree to display the Project Period Objective Summary.
2. Locate the annual objective for which progress is to be added and select the 'Show Details' link to display the Progress, Activities and Products associated with the Annual Objective.

**Annual Objective** [hide details](#)

Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
Second 6 Months	Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click this link to add progress for the annual objective

**Activities** [add](#)

	Lead Personnel	Timeframe	
Conduct Conference Calls	Linda Day	First Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Develop Cancer Prevention Literacy Seminar	Leira Cruz	Third Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
ALison Test	Leira Cruz	Second Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Products** [add](#)

Title	Type	File Name	
Regional Strategies - White Paper	Journal article	CCC Data Sources.docx	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Annual Objective** [show details](#)

Maintain the proportion of Public Health to 0% by June 2010. [view](#) | [edit](#) | [delete](#)

Click to view progress, activities and products associated with an annual objective

3. Click the Progress 'add' link to display the Add Annual Objective Progress page.

4. Complete the required fields to add the Annual Objective progress. The fields displayed are specific to each FOA. Please see the Action Plan field instructions at the end of this section for detailed information on adding each field.

**Add Annual Objective Progress**

Related Annual Objective: **C2.1** - Increase the percent of people with diabetes who call the Alabama Tobacco Quitline from 12.50% to 12.70% by March 2012.

\*Progress Period:

\*Objective's Target Met: ☐ Yes ☐ No ☐ Ongoing

\*Current Measurement:  ☐ Unknown at this time

\*Describe Progress:

ABC

Characters: 0 / Maximum: 5000

\*Facilitating Factors of Success:

ABC

Characters: 0 / Maximum: 5000

\*Barriers/Issues Encountered:

ABC

Characters: 0 / Maximum: 5000

\*Plans to Overcome Barriers/Issues Encountered:

ABC

## View, edit or delete Annual Objective Progress:

1. Click on the Project Period Objective in the navigation tree to display the Project Period Objective Summary.
2. Under the Annual Objective Progress, select the applicable link for the desired Progress Period to display the view, edit or delete page.

**Annual Objective** [hide details](#)

Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010. [view](#) | [edit](#) | [delete](#)

Progress Period	Description	Target Met	
Second 6 Months	Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Select view, edit or delete link

- **View** - information is "read-only" and cannot be changed.
- **Edit** - displays the existing information and allows modifications.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

[System Admin](#) [FOAs & Recipients](#) [Program Information](#) [Resources](#) [Financial](#) [Planning](#) [Action Plan](#) [Help](#) [Log Out](#)

2009-2010 Action Plan Year:

**Action Plan Summary**

Add PPO

Display: All

- PPO: Increase the percent of health education presentations t...
- PPO: Increase the number of identified Cancer Professional Ed...
- PPO: Increase the number of healthcare providers who have imp...
- PPO: Increase the percent of people participating in recommen...
- PPO: Decrease the percent of c on the beach from 40% to 29%...
- PPO: Decrease the percent of death prevented from 50% to 35% ...

**Edit Annual Objective Progress**

Related Annual Objective: Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010.

\*Progress Period:

\*Objective's Target Met: ☐ Yes ☐ No ☒ Ongoing

\*Current Measurement:  ☐ Unknown at this time

\*Describe Progress:

Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred for cessation.

Characters: 160 / Maximum: 5000

\*Facilitating Factors of Success:

Quarterly Learning Sessions, monthly conference calls with clinic teams, and relevant CME seminars

Characters: 96 / Maximum: 5000

\*Barriers/Issues Encountered:

N/a

- **Delete** - displays a delete confirmation message. Select 'Yes' to delete the Annual Objective Progress or 'No' to cancel the delete action.

#### Delete Annual Objective Progress



Are you sure you want to delete **Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred for cessation.** as a Progress?

Yes

No

## Add Activity for an Annual Objective:

1. Select the Annual Objective from the navigation tree to display the annual objective in the Action Plan details section.
2. Click the Activities 'add' link to display the Add Activities page

**Annual Objective** [hide details](#)

Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
Second 6 Months	Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
Monthly Clinic Conference Calls	Linda Day	First Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Develop Cancer Prevention Literacy Seminar	Leira Cruz	Third Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
ALison Test	Leira Cruz	Second Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Products** [add](#)

Title	Type	File Name	
Regional Strategies - White Paper	Journal article	CCC Data Sources.docx	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click link to Add Activities

3. Complete the required fields to add the Annual Objective Activity. Please see the Action Plan field instructions at the end of this section for detailed information on adding each field.

**Add Annual Objective Activity**

Related Annual Objective: Increase the number of regional community cancer educational toolkits from 0 to 1 within the community setting from 0% to 1% by June 2010.

\*Activity Title:

\*Activity Description: 

ABC

Characters: 0 / Maximum: 2000

\*Lead Personnel Assigned:

\*Key Contributing Partners: ☐ No partners assigned

Available

ADH - Tobacco Prevention & Educat  
American Cancer Society  
American Heart Association  
Arizona Minority Health  
CVH Task Force

>  
>>  
<  
<<

Selected

\*Timeframe of Initiation:

View, edit or delete Annual Objective Activity:

1. Select the Annual Objective from the navigation tree to display the annual objective in the Action Plan details section.
2. Under the Activities section, locate the activity to view, edit or delete.
3. Click the view, edit or delete link to display the applicable page.

Annual Objective			hide details
Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010.			<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Progress <a href="#">add</a>			
Progress Period	Description	Target Met	
Second 6 Months	Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Activities <a href="#">add</a>			
Title	Lead Personnel	Timeframe	
Monthly Clinic Conference Calls	Linda Day	First Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Develop Cancer Prevention Literacy Seminar	Leira Cruz	Third Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
ALison Test	Leira Cruz	Second Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Products <a href="#">add</a>			
Title	Type	File Name	
Regional Strategies - White Paper	Journal article	CCC Data Sources.docx	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click link to view, edit or delete an activity

- **View** - information is “read-only” and cannot be changed.
- **Edit** - displays the existing information and allows modifications.


Edit Annual Objective Activity
Last Updated: 01/10/2012

Related Annual Objective:
C1.1 - Increase the number of outdoor public recreation areas adopting 24/7 tobacco-free policies from 25 to 40 by March 2012.

\*Activity ID:
C1.1.1

\*Activity Title:
Creation of Policy

\*Activity Description:


A model policy was created for communities/municipalities to use in the adoption of an outdoor tobacco-free policy.

Characters: 113 / Maximum: 2000

\*Lead Personnel Assigned:
Pouncey, Brandi

\*Key Contributing Partners:
☒ No partners assigned

Available
ADPH-BRFSS
ADPH-Bureau of Professional and
ADPH-Cardiovascular Health
ADPH-Chronic Disease Epidemiolog
ADPH-Communication and Health
ADPH-Comprehensive Cancer Conf
ADPH-Diabetes
ADPH-Environmental Health

Selected

\*Key Contributing Contracts/Consultants:
☒ No Contracts/Consultants assigned

Available
Americans for Non-Smokers Rights
Information and Quality Healthcare
University of Alabama

Selected

\*Timeframe of Initiation:
Start:
First Quarter
2011
End:
Fourth Quarter
2012

Save
Cancel

- Delete** - displays a delete confirmation message. Select 'Yes' to delete the Annual Objective Activity or 'No' to cancel the delete action.

### Delete Annual Objective Activity



Are you sure you want to delete **Upload all electronic materials to web vendor** as an activity?

Yes

No

## Action Plan – Activity Page

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | **Action Plan** | Reports | Search

[Help](#) | [Log out](#)

---

2011-2012 Action Plan

**\*Required**

Action Plan Summary

Last Updated: 02/04/2011

Add PPO

### Add Annual Objective Activity

Related Annual Objective: Increase the number of... from... to... by 06/2010

\*Activity ID:

\*Activity Title:

\*Activity Description: 

Text goes here...

Characters: 14 / Maximum: 500

\*Lead Personnel Assigned:

\*Key Contributing Partners: ☐ No Partners Assigned

\*Implementation Workgroups: Select the implementation workgroup(s) the partner is assigned to from the list below:

☐ Primary prevention (nutrition/physical activity, tobacco sub categories)
 ☐ Early detection/screening
 ☐ Survivorship
 ☐ Evaluation
 ☐ Data and surveillance
 ☐ Breast

Add

Partner Name	Implementation Workgroup	
Active Adults Program	Survivorship, Breast	<a href="#">edit</a>   <a href="#">delete</a>
Aetna Healthcare, Inc.	Evaluation	<a href="#">edit</a>   <a href="#">delete</a>
American Cancer Society	Survivorship, Evaluation	<a href="#">edit</a>   <a href="#">delete</a>

\*Key Contributing Contracts/Consultants: ☒ No Contracts/Consultants Assigned

Available

Selected

\*Timeframe Start Date: Start:   End:

Click here to select the partner

Click the 'Add' button to update the table below with the partner information

Select links to edit or delete the Partner

Response options are based on the 'Workgroups in Partnership/Coalition' selections made in the Partnership/Coalition section

## Add a Product for an Annual Objective:

1. Select the Annual Objective from the navigation tree to display the annual objective in the Action Plan details section.
2. Click the Products 'add' link to display the Add Products page

**Annual Objective** [hide details](#)

Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
Second 6 Months	Clinics are asked to report progress monthly to the ACIC staff. One clinic indicates that 100% of their patients reporting tobacco use are referred...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Activities** [add](#)

Title	Lead Personnel	Timeframe	
Monthly Clinic Conference Calls	Linda Day	First Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Develop Cancer Prevention Literacy Seminar	Leira Cruz	Third Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
ALison Test	Leira Cruz	Second Quarter	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Products** [add](#)

Title	Type	File Name	
Regional Strategies - White Paper	Journal article	CCC Data Sources.docx	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click link to  
add Products

4. Complete the required fields to add the Annual Objective Product. Please see the Action Plan field instructions at the end of this section for detailed information on adding each field.

**Add Annual Objective Product**

Related Annual Objective: Increase the number of regional community cancer educational toolkits from 0 to 1 within the community setting from 0% to 1% by June 2010.

\*Product Title:

\*Product Description: 

Characters: 0 / Maximum: 1500

\*Product Type: 

Select

Other (specify):

\*Attachment:

File size cannot exceed 10MB

Click the Browse button  
to select file for upload

## View, edit or delete Annual Objective Products:

1. Select the Annual Objective from the navigation tree to display the annual objective in the Action Plan details section.
2. Under the Products section, locate the product to view, edit or delete.
3. Click the view, edit or delete link to display the product details page.

Click link to edit, view or delete products

Products <a href="#">add</a>			
Title	Type	File Name	
Regional Strategies - White Paper	Journal article	CCC Data Sources.docx	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

- **View** - information is “read-only” and cannot be changed.
- **Edit** - displays the existing information and allows modifications.

### Action Plan Summary

Add PPO

Display: **All**

PPO: Increase the percent of health education presentations t...

PPO: Increase the number of identified Cancer Professional Ed...

PPO: Increase the number of healthcare providers who have imp...

PPO: Increase the percent of people participating in recommen...

PPO: Decrease the percent of c on the beach from 40% to 29%...

PPO: Decrease the percent of death prevented from 50% to 35% ...

**Edit Annual Objective Product**

Related Annual Objective: Increase the percent of CVD patients who are smokers and referred for cessation to 80% by June 2010.

\*Product Title:

\*Product Description: 

White paper describing recommendations for implementation of regional strategies to improve systems of care

Characters: 107 / Maximum: 1500

\*Product Type: 

Journal article

Other (specify):

\*Attachment:

Save

Cancel

- **Delete** - displays a delete confirmation message. Select ‘Yes’ to delete the Annual Objective Product or ‘No’ to cancel the delete action.

### Delete Annual Objective Product



Are you sure you want to delete **Regional Strategies - White Paper** as a Product?

Yes

No

## Add/View/Edit/Project Period Objective

The pages for entering initial information and modifying existing project period objectives are identical. The only difference is that the Edit page displays the existing information while the fields in the page for entering initial information are blank. Use the Add page to enter initial information and the Edit page to modify existing information. The page for viewing information is the same as add and edit pages, however; you cannot change any information.

Field/Section/Button	Instructions
<b>Programs Involved*</b>	<p>Select the program(s) that will be involved in the project period objective.</p> <p><i>Note:</i> This field is available only for a Collaborative FOA.</p>
<b>Related Program*</b>	<p>Select the program related to the project period objective.</p> <p><i>Note:</i> You can make only one selection in this field.</p> <p>For a CCC FOA, the available options are:</p> <ul style="list-style-type: none"><li>• National CCC Program</li><li>• Colorectal Cancer</li><li>• Ovarian Cancer</li><li>• Prostate Cancer</li><li>• Skin Cancer</li></ul> <p>If the related program goal is not included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p>
<b>Objective ID*</b>	<p>Assign an objective ID or number to the Project Period Objective.</p> <p>Maximum text is 15 characters.</p>
<b>Related Program Goal*</b>	<p>For all FOAs except for CCC, select the appropriate related program goal from the list.</p> <p>For a CCC FOA, enter the related program goal in the text box. Maximum text 2000 characters, about 400 words.</p> <p>For CTG and CTG National FOAs, if the related program goal is not included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p>

<b>Priority Area*</b>	<p>Select the appropriate priority area(s) from the list. The priority areas displayed are determined by the FOA.</p> <p>For options where you have to further specify the priority area or if a priority area is not included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p> <p>For CTG and CTG National FOAs, if the priority area is not in included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p>
<b>Cancer Focus*</b>	<p>Select the areas on which the cancer focuses.</p> <p><i>Note:</i> This field is available only for the CCC and CCC 1017 FOAs.</p> <p>If the focus area is not in included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p>
<b>Describe the objective and how it will impact the problem*</b>	<p>Enter a description for the objective and describe the impact that the objective will have on the problem that is addressed by the PPO.</p> <p>Maximum text is 2000 characters, about 400 words.</p>
<b>Measurement:</b>	<p>The information you enter into this section creates the SMART Objective Statement.</p>
<b>Direction of Change*</b>	<p>Select the direction of change that will be measured to indicate if you plan to increase, decrease, or maintain the figure.</p>
<b>Unit of Measure*</b>	<p>Select the unit of measurement that will be used to measure the project period objective.</p>
<b>Long Term Outcome Indicator*</b>	<p>Select the indicator that will be used for measuring the Project Period Objective.</p> <p><i>Note:</i> This field is available only if the FOA is Collaborative and the program involved is Tobacco Control.</p>
<b>Baseline*</b>	<p>Enter the baseline figure for what will be measured in the text box.</p>

Maximum text is 10 numeric digits.

If you do not know the baseline, select the Unknown check box. If you select Unknown, the Baseline field is not required.

**Target\***

Enter the target figure for what will be measured in the text box.

Maximum text is 10 numeric digits.

**Data Source\***

Select the desired data source from the list.

If the data source is not included in the list, select Other, and enter it in the Other text box.

Maximum text for the *Other* field is 50 characters, about 10 words.

**Timeframe\***

Displays the start date and the end date for the annual objective.

CTG and CTG National FOAs:

*Click the calendar icon in the Start Date field to select the PPO start date and click the calendar icon in the End Date field to select the PPO end date.*

**Intermediate and Short Term Outcome**

This section is visible if Tobacco is the only response selected for Programs Involved.

**Measurements/Type\***

Indicate if this outcome measurement is intermediate or short by selecting the type from the drop-down list.

Note: This field is available only if the FOA is Collaborative and the program involved is Tobacco Control.

**Intermediate and Short Term Outcome Measurements/Target\***

Enter the target figure for the intermediate or short term outcome measurement in the text box. This field is available only if the FOA is Collaborative and the program involved is Tobacco Control. Maximum text is 10 numeric digits.

**Intermediate and Short Term Outcome Measurements/National Program Indicator\***

Select the indicator that will be used for measuring the intermediate or short term indicator. This field is available only if the FOA is Collaborative and the program involved is Tobacco Control. Maximum text is 10 numeric digits.

**Intermediate and Short  
Term Outcome  
Measurements/Data  
Sources\***

Select the desired data source from the list. If the data source is not included in the list, select *Other*, and enter it in the *Other* text box. This field is available only if the FOA is Collaborative and the program involved is Tobacco Control. Maximum text for the *Other* field is 50 characters, about 10 words.

**Intermediate and Short  
Term Outcome  
Measurements/Save**

Click *Save* to save the information entered in the Intermediate and Short Term Outcome Measurements section. This field is available only if the FOA is Collaborative and the program involved is Tobacco Control.

**Intermediate and Short  
Term Outcome  
Measurements/Cancel**

Click *Cancel* to discard any information entered in the Intermediate and Short Term Outcome Measurements section. This field is available only if the FOA is Collaborative and the program involved is Tobacco Control.

**Intermediate and Short Term  
Outcome Measurements**

This section displays the information entered in the Intermediate and Short Term Outcome Measurements section. This field is available only if the FOA is Collaborative and the program involved is Tobacco Control.

**Timeframe\***

Displays the five-year time frame for the Project Period Objective.

CTG and CTG National FOAs:

*Click the calendar icon in the Start Date field to select the PPO start date and click the calendar icon in the End Date field to select the PPO end date.*

*Note: The PPO end date will display in the SMART statement.*

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Project Period Objective Summary.

\*= Required field

**Delete Project Period Objective**

When deleting a project period objective, you will be asked to confirm your decision. A project period objective with associated progress and annual objective information cannot be deleted. You must first delete associated information before you can delete the project period objective. Once a project period objective is

deleted it is no longer available in the system. If a project period objective which is assigned to action plan activities is deleted, the project period objective will be removed from that action plan activity as well.

### Project Period Objective Progress

The Project Period Objective Progress section allows you to track and record the progress of the project period objective.

The following actions can be performed in the Progress section:

- *Add*: Click this link to add progress information.
- *View*: Click this link to view progress information.
- *Edit*: Click this link to edit information for existing progress information.
- *Delete*: Click this link to remove progress information.

### Add/View/Edit/Project Period Objective Progress Entry

The pages for entering initial information and modifying existing project period objective progress information are identical. The only difference is that the Edit page displays the existing information while the fields in the page for entering initial information are blank. Use the Add page to enter initial information and the Edit page to modify existing information. The page for viewing information is the same as the add and edit pages, however; you cannot change any information.

Field/Section/Button	Instructions
<b>Related Project Period Objective Details</b>	Displays the related project period objective details in SMART format.
<b>Progress Period*</b>	<p>Select the period for the project period objective progress, First six months or Second six months, from the drop-down list.</p> <p>A progress period warning message will display if you select a time period ("First 6 months" or "Second 6 months") that is not within the current reporting period. The warning allows you to keep the selection you made or change it.</p>
<b>Objective's Target Met*</b>	Indicate if the project period objective's target has been met, or not met, or still ongoing.
<b>Current Measurement*</b>	<p>Enter the current measurement used for the progress information.</p> <p>Maximum text is 10 numeric digits.</p> <p>If you do not know the current measurement, select the Unknown check box. If you select Unknown, the Current Measurement field is not required.</p>

<b>Describe Progress*</b>	<p>Enter a description for the project period objective progress.</p> <p>Maximum text is 3000 characters, about 600 words.</p>
<b>Is this objective related to a PSE change?*</b>	<p>Specify by selecting Yes or No if the specific objective is related or not related to a Policy, System, and Environmental (PSE) change.</p> <p><i>Note:</i> This field is available only for the CCC 1017 and CCC 1205 FOAs.</p>
<b>Status*</b>	<p>Select the status that best describes the objective.</p>
<b>Policy Title*</b>	<p>Enter the title of your policy.</p> <p>Maximum text is 300 characters, about 60 words.</p>
<b>Estimated number of people reached*</b>	<p>Enter the estimated number of people reached by this objective in the format #, ###, ###, ###.</p>
<b>Data Source</b>	<p>Select all the data sources used in program planning, implementation, and evaluation.</p> <p>If the desired data source is not included in the list, select Other, and enter the data in the Other text box.</p> <p>Maximum text for the Other field is 50 characters, about 10 words.</p>
<b>Most Recent Data Set Year</b>	<p>For each data source selected, enter the most recent year of data available for each data source, for example, 2004. Year entered must be between 1990 and the current year.</p>
<b>Facilitating Factors of Success*</b>	<p>Describe the factors that will facilitate the success of the project period objective.</p> <p>Maximum text is 3000 characters, about 600 words.</p>
<b>Barriers/Issues Encountered*</b>	<p>Describe the barriers or issues encountered in the process of achieving success.</p> <p>Maximum text is 3000 characters, about 600 words.</p>

**Plans to Overcome Barriers/Issues Encountered\***

Describe the plans or strategy that you will use to overcome the barriers or issues encountered.

Maximum text is 3000 characters, about 600 words.

**Unanticipated Outcomes Resulting from the Objective**

Describe any unanticipated outcomes that have resulted from the project period objective.

Maximum text is 3000 characters, about 600 words.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Project Period Objective Summary page.

\*= Required field

**Delete Progress Period Objective Progress Information**

When deleting project period objective progress information, you will be asked to confirm your decision. Once project period objective information is deleted it is no longer available in the system.

**Annual Objective Summary**

The Annual Objective section describes an annual objective and the manner in which results will be achieved for the annual objective. The annual objective Summary section displays the annual objective information and associated progress information, activities, and products.

The following actions can be performed in the Annual Objective section:

- *View*: Click this link to view annual objective information.
- *Edit*: Click this link to edit information for an existing annual objective.
- *Delete*: Click this link to remove an annual objective.
- *Show/Hide Details*: Click this link or show or hide the details for an annual objective.

**Add/View/Edit/Annual Objective**

The pages for entering initial information and modifying existing annual objective progress information are identical. The only difference is that the Edit page displays the existing information while the fields in the page for entering initial information are blank. Use the Add page to enter initial information and the Edit page to modify existing information. The page for viewing information is the same as add and edit pages, however; you cannot change any information.

Field/Section/Button	Instructions
<b>Related Project Period Objective</b>	Displays the related project period objective in SMART format.
<b>Programs Involved*</b>	<p>Select the programs involved in the annual objective. This field is displayed only for Collaborative FOAs.</p> <p>For all FOAs except for Collaborative FOA, Programs Involved = Tobacco Control, enter the strategy that will be employed for the annual objective. Maximum text 2000 characters, about 400 words</p> <p>For Collaborative FOA, Programs Involved = Tobacco Control, select the appropriate strategy from the list.</p>
<b>Objective ID*</b>	Assign an objective ID or number to the annual objective. Maximum text is 15 characters.
<b>Related FOA Recipient Activity*</b>	Select the recipient activity or activities that are related to the annual objective.
<b>Related Program Goal*</b>	<p>For all FOAs except for CCC, select the appropriate related program goal from the list.</p> <p>For a CCC FOA, enter the related program goal in the text box. Maximum text 2000 characters, about 400 words.</p>
<b>Strategy*</b>	<p>Select the strategy or strategies related to the annual objective.</p> <p>This field is available only for CCC, CCC 1017, CCC 1205, and Collaborative FOAs.</p> <p>If the related strategy is not included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p> <p>You can also specify a strategy under each section by selecting the Specify option and entering a strategy. Maximum text for the Specify field is 50 characters, about 10 words.</p>
<b>Related Strategies*</b>	<p>Select the appropriate related strategy (ies) from the list.</p> <p>For options where you have to further specify the related strategy enter it in the</p>

Specify text box. Maximum text for the Specify field is 50 characters, about 10 words.

If the related strategy is not included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.

This field is available only for CTG FOA.

**Identify the Rationale/Approach for the Strategy\***

Select the rationale or approach that will be used for the strategy.

The options displayed in the drop-down list are determined by the FOA.

*Note:* CCC, CCC 1017, and CCC 1205 FOAs:

- If the rationale/approach is not included in the list, enter the information in the Other Sources text box. Maximum text for the *Other Sources* field is 100 characters, about 20 words.
- If you want to specify your own program, enter the information in your own program text box. Maximum text for the *Other* field is 100 characters, about 20 words.

**Describe the objective and how it will impact the problem\***

Enter a description for the objective and describe the impact that the objective will have on the problem that is addressed by the annual objective.

Maximum text is 2000 characters, about 400 words.

**Scope\***

Select the scope for the annual objective.

*Note:* This field is available only for CCC, CCC 1017, and CCC 1205 FOAs.

**Level of Change\***

Select the level of change that will be addressed by the annual objective.

*Note:* This field is available only for CCC, CCC 1017, and CCC 1205 FOAs.

If the level of change is not included in the list, enter the information in the Other text box. Maximum text for the *Other* field is 100 characters, about 20 words.

**Type of Change\***

Select the level of change that will be addressed by the annual objective. If the type of change selected is Policy, the system displays more options to choose from.

*Note:* This field is available only for CCC, CCC 1017, and CCC 1205 FOAs.

If the type of change is not included in the list, enter the information in Other text box. Maximum text for the *Other* field is 100 characters, about 20 words.

<b>Cross-Cutting Issues*</b>	<p>Select the cross-cutting options.</p> <p><i>Note:</i> This field is available only for CCC and CCC 1017 FOAs.</p> <p>If the desired cross-cutting issue is not included in the list, enter the information in the Other text box. Maximum text for the Other field is 100 characters, about 20 words.</p>
<b>Setting*</b>	<p>Select the setting for the annual objective from the list.</p> <p>For CCC 1017, CTG and CTG - National FOAs: If the desired setting is not included in the list, select <i>Other (specify)</i>, and enter it in the Other text box. Maximum text for the Other field is 100 characters, about 20 words.</p>
<b>For innovative or other strategy, describe the evidence/practice base for the strategy</b>	<p>If you selected or specified an innovative or Other strategy in the Related Strategies field, describe in detail the evidence or practice used as the basis for the strategy. Maximum text is 2000 characters, about 400 words.</p> <p>This field is available only for CTG FOA.</p>
<b>Population Focus*</b>	<p>Select the type of population on which the annual objective focuses. You can select General Population as a whole or select Specific Population and then specify the population by selecting all that apply.</p> <p>If the desired population focus for a particular section is not included in the list, select <i>Other (specify)</i>, and enter it in the Other text box. Maximum text for the Other field is 100 characters, about 20 words.</p> <p>You can enter more population information, if necessary, in the Additional Population Details field. Maximum text for the Additional Population Details field is 500 characters, about 100 words.</p>
<b>Direction of Change*</b>	<p>Select the direction of change that will be measured and indicate if you plan to increase, decrease, or maintain the objective.</p>
<b>Unit of Measurement*</b>	<p>Select the unit of measurement that will be used to measure the annual objective.</p>
<b>What will be measured*</b>	<p>Enter what will be measured in the annual objective in the text box.</p> <p>Maximum text for the Other field is 300 characters, about 60 words.</p>

<b>Baseline*</b>	<p>Enter the baseline figure for what will be measured in the text box.</p> <p>Maximum text is 20 numeric digits.</p> <p>If you do not know the baseline, select the Unknown check box. If you select Unknown, the Baseline field is not required.</p>
<b>Target*</b>	<p>Enter the target figure for what will be measured in the text box.</p> <p>Maximum text is 20 numeric digits.</p>
<b>Data Source*</b>	<p>Select the desired data source from the list.</p> <p>If the data source is not included in the list, select <i>Other (specify)</i>, and enter it in the Other text box. Maximum text for the Other field is 100 characters, about 20 words.</p>
<b>Timeframe*</b>	<p>Displays the one-year time frame for the annual objective.</p> <p>CTG and CTG - National FOAs:</p> <p><i>Click the calendar icon in the Start Date field to select the PPO start date and click the calendar icon in the End Date field to select the PPO end date.</i></p> <p><i>Note: The annual objective end date will display in the objective SMART statement.</i></p>
<b>Describe Revisions</b>	<p>When editing an AO, enter notes or comments for the revision.</p> <p>Maximum text is 2000 characters, about 400 words.</p>
<b>Save</b>	<p>Click <i>Save</i> to save the information entered.</p> <p>If any fields on the page are incomplete or invalid, when you click <i>Save</i>, the system displays an error. Correct all errors and click <i>Save</i> again.</p>
<b>Cancel</b>	<p>Click <i>Cancel</i> to discard any information entered and return to the Action Plan Summary page.</p>

\*= Required field

## Delete Annual Objective

When deleting an annual objective, you will be asked to confirm your decision. An annual objective with associated progress information, activities, and products cannot be deleted. You must first delete associated information before you can delete the annual objective. Once an annual objective is deleted it is no longer available in the system.

### View Objective History

You can view the details of changes that have been made to an annual objective by clicking the *View History* link when viewing the annual objective.

Column	Description
<b>Date of change</b>	This column displays the date a change was made to the annual objective.
<b>Updated by</b>	This column displays the name of the user who made the change to the annual objective.
<b>Explanation</b>	This column displays the description of the change that was made to the annual objective.
<b>Back</b>	Click Close to close the View Objective History window and display the Project Period Objective Summary page.

### Annual Objective Progress

The Annual Objective Progress section allows you to track and record progress information for an annual objective.

The following actions can be performed in the Progress section:

- *Add*: Click this link to add progress information.
- *View*: Click this link to view progress information.
- *Edit*: Click this link to edit information for existing progress information.
- *Delete*: Click this link to remove progress information.

### Add/View/Edit/Annual Objective Progress Entry

The pages for entering initial information and modifying existing Annual Objective progress information are identical. The only difference is that the Edit page displays the existing information while the fields in the

page for entering initial information are blank. Use the Add page to enter initial information and the Edit page to modify existing information. The page for viewing information is the same as the add and edit pages, however; you cannot change any information.

Field/Section/Button	Instructions
<b>Related Project Period Objective</b>	Displays the project period objective associated with this annual objective in SMART format.
<b>Progress Period*</b>	<p>Select the period for the annual objective progress, First six months or Second six months, from the drop-down list.</p> <p>A progress period warning message will display if you select a time period ("First 6 months" or "Second 6 months") that is not within the current reporting period. The warning allows you to keep the selection you made or change it.</p>
<b>Objective's Target Met*</b>	Indicate if the annual objective's target has been met, or not met, or still ongoing.
<b>Current Measurement*</b>	<p>Enter the current measurement used for the progress information.</p> <p>Maximum text is 10 numeric digits.</p> <p>If you do not know the current measurement, select the Unknown check box. If you select Unknown, the Current Measurement field is not required.</p>
<b>Describe Progress*</b>	<p>Enter a description for the annual objective progress.</p> <p>Maximum text is 3000 characters, about 600 words.</p>
<b>Describe specific partner contributions including activities that supported this progress*</b>	<p>Describe how the partner's contributions have supported the annual objective's progress. Be sure to include activities.</p> <p>Maximum text is 3000 characters, about 600 words.</p>
<b>Is this objective related to a PSE change?*</b>	<p>Specify by selecting Yes or No if the specific annual objective progress is related or not related to a Policy, System, and Environmental (PSE) change.</p> <p><i>Note:</i> This field is available only for CCC 1017 and CCC 1205 FOAs.</p>

<b>Status*</b>	Select the status that best describes the objective.
<b>Policy Title*</b>	Enter the title of your policy.  Maximum text is 300 characters, about 60 words.
<b>Estimated number of people reached*</b>	Enter the estimated number of people reached by this objective in the format #, ###, ###, ###.  
<b>Data Source</b>	Select all the data sources used in program planning, implementation, and evaluation.  If the desired data source is not included in the list, select Other, and enter the data in the Other text box.  Maximum text for the Other field is 50 characters, about 10 words.
<b>Most Recent Data Set Year</b>	For each data source selected, enter the most recent year of data available for each data source, for example, 2004. Year entered must be between 1990 and the current year.
<b>Facilitating Factors of Success*</b>	Describe the factors that will facilitate the success of the annual objective.  Maximum text is 5000 characters, about 1000 words.
<b>Barriers/Issues Encountered*</b>	Describe the barriers or issues encountered in the process of achieving success.  Maximum text is 5000 characters, about 1000 words.
<b>Plans to Overcome Barriers/Issues Encountered*</b>	Describe the plans or strategy that you will use to overcome the barriers or issues encountered.  Maximum text is 5000 characters, about 1000 words.
<b>Unanticipated Outcomes Resulting from the Objective</b>	Describe any unanticipated outcomes that have resulted from the project period objective.  Maximum text is 5000 characters, about 1000 words.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Project Period Objective Summary page.

\*= Required field

**Delete Annual Objective Progress Information**

When deleting annual objective progress information, you will be asked to confirm your decision. Once annual objective information is deleted it is no longer available in the system.

**Activities**

Use the Activities section to add activities to your annual objective and track activity information.

*Note:* You can add up to four activities for an annual objective.

The following actions can be performed in the Activities section:

- *Add:* Click this link to add an activity for the objective.
- *View:* Click this link to view the activity.
- *Edit:* Click this link to edit the activity.
- *Delete:* Click this link to delete the activity.

**Add/Edit/View Activities**

The pages for entering initial information and modifying existing activities information are identical. The only difference is that the *Edit* page displays the existing information while the fields in the page for entering initial information are blank. Use the *Add* page to enter initial information and the *Edit* page to modify existing information. The page for viewing information is the same as add and edit pages, however; you cannot change any information.

**Field/Section/Button****Instructions****Related Annual Objective**

The system displays the name, status, and time frame of the related objective to which this activity is being added. This information is view only and cannot be modified.

<b>Activity ID*</b>	Assign an ID or number to the activity. Maximum text is 15 characters.
<b>Activity Title*</b>	Enter a title for the activity. For example, Develop Training Program. Maximum is 200 alphanumeric characters, about 40 words.
<b>Activity Description*</b>	Enter a concise description for the activity. Maximum is 2000 characters, about 400 words.
<b>Lead Personnel Assigned*</b>	Select the lead personnel for this activity from the list of active personnel displayed in the list.  The personnel listed in this list are from the active personnel in the Resources section. Any changes to personnel will be reflected in this section.
<b>Key Contributing Partners*</b>	Select the partners assigned to this activity from the Available list and move them to the Selected list. Any number of partners can be selected.  The partners listed in this section are pulled from the partners you entered in the Resources section. Any changes to partners will be reflected in this section.  If no contributing partners have been assigned to this activity, select the <i>No Partners Assigned</i> check box.
<b>Key Contributing Contracts/Consultants Assigned*</b>	Select the contracts or consultants assigned to this activity from the Available list and move them to the Selected list. Any number of contracts/consultants can be selected.  The contracts/consultants listed in this section are pulled from the contracts/consultants you entered in the Resources section. Any changes to contracts/consultants will be reflected in this section.  If no contributing contracts/consultants have been assigned to this activity, select the <i>No Contracts/Consultants Assigned</i> check box.
<b>Implementation Workgroups*</b>	Select at least one implementation workgroup for each partner selected for an activity.
<b>Describe community input beyond your Policy Taskforce/Workgroup</b>	Describe in details the ways that the community has contributed to the activity beyond your Policy Taskforce/Workgroup and partners. Maximum is 5000 alphanumeric characters, about 1000 words.

**and partners\***

<b>Primary Contribution*</b>	<p>For each key contributing contract/consultant, select the area in which the contract/consultant has contributed to the activity.</p> <p>If the desired area is not included in the list, select <i>Other</i>, and enter the description in the <i>Other</i> text box.</p> <p>Maximum text for the <i>Other</i> field is 50 characters, about 10 words.</p>
<b>Timeframe*</b>	<p>Select the time frame of initiation for the activity from the drop-down lists.</p> <p>In the Start drop-down field, select the quarter that starts the time frame of initiation for the activity — first, second, third, or fourth quarter and then select the year from the drop-down list.</p> <p>In the End drop-down field, select the quarter that ends the time frame of initiation for the activity — first, second, third, or fourth quarter and then select the year from the drop-down list.</p>
<b>Save</b>	<p>Click <i>Save</i> to save the information you entered. The system saves the information and returns you to the Project Period Objective Summary page.</p> <p>If any fields on the page are incomplete or invalid, the system displays an error. Correct all invalid fields and click <i>Save</i> again.</p>
<b>Cancel</b>	<p>Click <i>Cancel</i> to discard any information entered and display the Project Period Objective Summary page.</p>

\*= Required field

## Delete Activity

When deleting an activity, you will be asked to confirm your decision. Once an activity is deleted it is no longer available in the system.

*Note:* Activities with a Performance Monitoring Rating cannot be deleted. Contact your Project Officer if you need to delete an activity that has a Performance Monitoring Rating.

## Products

Products are any outputs created as a result of performing or achieving an objective. Products may include journal articles, policy documents, survey instruments, etc.

The following actions can be performed in the Products section:

- *Add:* Click this link to add product information for an objective.

- *View*: Click this link to view a product.
- *Edit*: Click this link to edit product information.
- *Delete*: Click this link to delete a product.
- *File Name*: Click this link to display to open or save a product attachment.

### Add/Edit/View Product

The pages for entering initial information and modifying existing product information are identical. The only difference is that the *Edit* page displays the existing information for the product while the fields in the page for adding initial information are blank. Use the *Add* page to enter initial information and the *Edit* page to modify existing information. Use the *View* page to view objective product information.

Field/Section/Button	Instructions
<b>Related Annual Objective</b>	The system displays the name, status, and time frame of the related objective to which this product is being added. This information is view only and cannot be modified.
<b>Product Title*</b>	Enter a descriptive title for the product.  Maximum is 200 characters, about 40 words.
<b>Product Description*</b>	Enter a description for the product.  Maximum is 1500 characters, about 300 words.
<b>Product Type</b>	Select a product type from the drop-down list.  If the product type is not included in the list, select <i>Other (specify)</i> , and enter it in the <i>Other</i> text box. Maximum text for the Other field is 100 characters, about 20 words.
<b>Attachment</b>	Enter the complete path for the document that you want to attach or click <i>Browse</i> to navigate to the location where the document is saved, and select the document.  To edit an attached file, you should edit the copy of the file on your computer, and then you must delete the attached file and then upload it again.  Maximum text is 200 alphanumeric characters.

**Save**

Click *Save* to save the information you entered. The system saves the information and returns you to the Project Period Objective Summary page.

If any fields on the page are incomplete or invalid, the system displays an error. Correct all invalid fields and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and display the Project Period Objective Summary page.

\*= Required field

**Delete Product**

When deleting a product, you will be asked to confirm your decision. Once a product is deleted it is no longer available in the system.

**Viewing and Printing a Report**

When you select a report to run by clicking the *Print Action Plan Report* or *Print Action Plan Report Summary* link, you can click the *My Reports* link at the top right of the page to open a pop-up window and check the status of the report(s) being generated. While the report is being generated, you can continue working in the system and access other pages in the system without disrupting the progress of the report being generated.

**Notes:**

- The *My Reports* link is available for all tabs and reporting years.
- Reports are specific to the user, meaning you can view only the reports that you select to run.
- If you run the same report multiple times, the most recently generated report is displayed at the top of the list on the report pop-up page.
- A generated report is available for 18 hours from the submitted date and time, or until you click the *Download* link for the report.

The pop-up window displays the information for each report generated in the following columns:

Column/Link	Description/Instructions
<b>Report</b>	The name of the report. For Interim and Annual reports, this column also indicates if the report is in the draft state or finalized. Click on the report name to open the report or save the report to a location on your computer.
<b>Submitted</b>	Indicates the date and time the request to run the report was submitted.

<b>Available Until</b>	Indicates the date and time during which the request will be displayed in the pop-up window. After the displayed date and time, the report will no longer be available. To view the report after this date, you must run the report again.
<b>[Status]</b>	Indicates the status of the report, (e.g. processing) the report format (PDF), and the size. When the report is ready, this column displays a <i>Download</i> link, which you can click to view the report or download it to a location on your computer.
<b>Close</b>	Click this link to close the pop-up window.

## Community (HCP Achieve, SAH and PHC; CTG/CTG National FOAs only)

**Introduction:** The Community tab is used by the HCP ACHIEVE, SAH and PHC FOAs. Community includes the following sections:

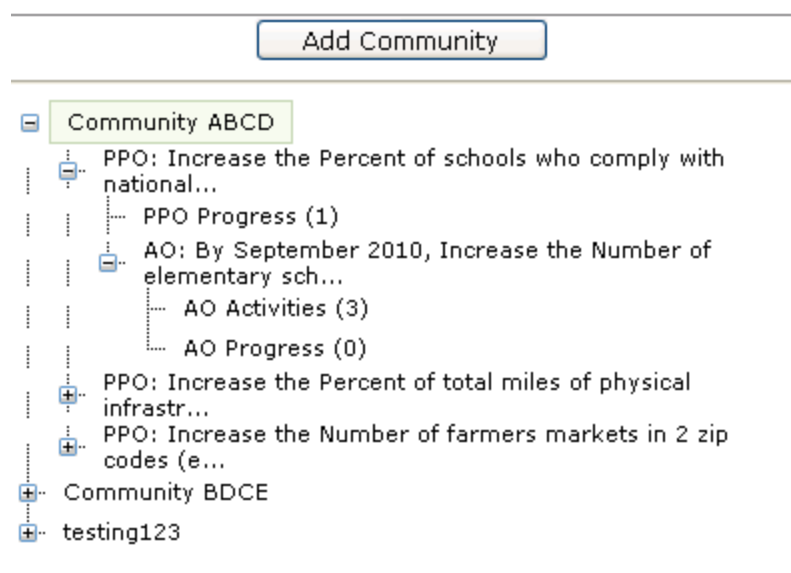
- **Community Action Plan (CAP)**- used to document the action plan for the communities associated with the grantee organization.
- **Assessment** – used to document information on the assessments conducted.
- **CHANGE Tool** – used to document CHANGE assessment information

### Community Action Plan Summary (CAPs)

The Community Action plan uses a hierarchical design that is similar to the Action Plan. The top level of the hierarchy is the Community followed by the Project Period Objective and the Annual Objective:

1. Community
  - 1.1. Project Period Objective
    - 1.1.1. Project Period Objective Progress'
    - 1.1.2. Annual Objective
      - 1.1.2.1. Annual Objective Progress
      - 1.1.2.2. Activities.

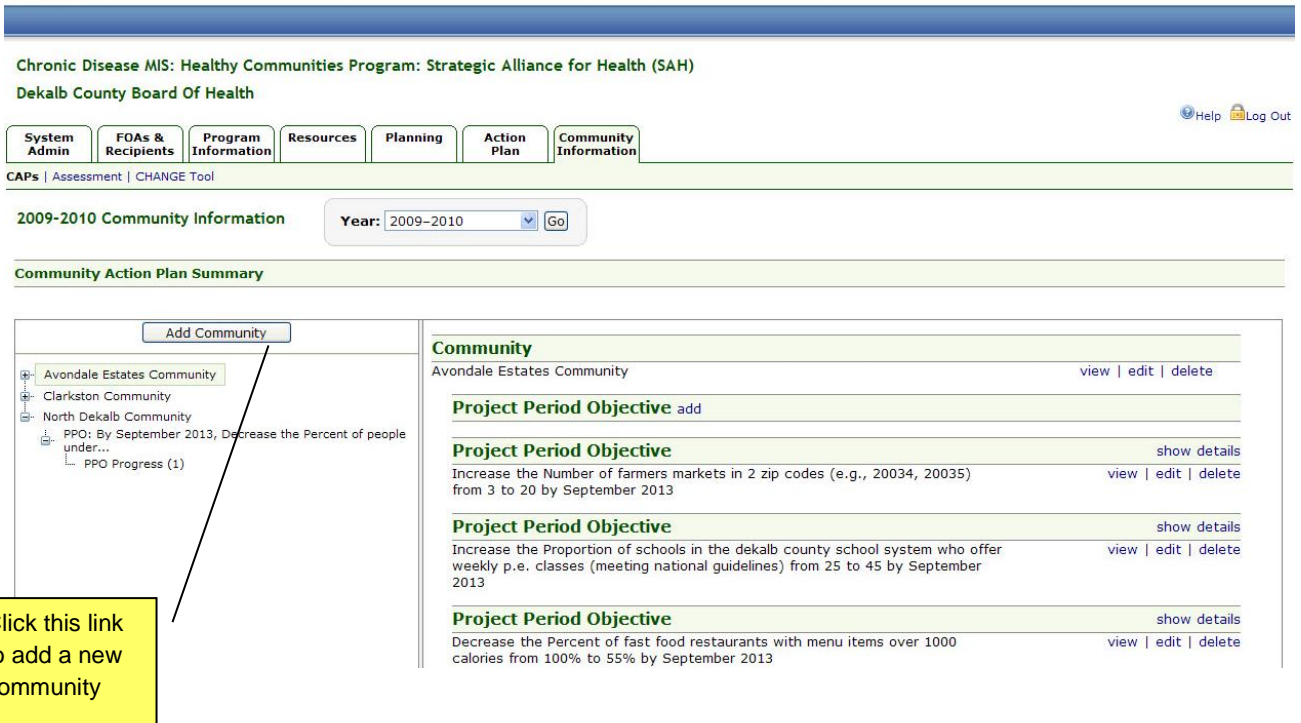
### Community Action Plan Summary



## Add Community

To add a community:

1. Select the 'Add Community' link from the CAP Summary page to display the add page in the action plan detail section.



Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
Dekalb County Board Of Health

System Admin FOAs & Recipients Program Information Resources Planning Action Plan Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information Year: 2009-2010 Go

Community Action Plan Summary

Add Community

- Avondale Estates Community
- Clarkston Community
- North Dekalb Community
- PPO: By September 2013, Decrease the Percent of people under...
- PPO Progress (1)

Click this link to add a new community

**Community**  
Avondale Estates Community view | edit | delete

**Project Period Objective add**

**Project Period Objective** show details  
Increase the Number of farmers markets in 2 zip codes (e.g., 20034, 20035) from 3 to 20 by September 2013 view | edit | delete

**Project Period Objective** show details  
Increase the Proportion of schools in the dekalb county school system who offer weekly p.e. classes (meeting national guidelines) from 25 to 45 by September 2013 view | edit | delete

**Project Period Objective** show details  
Decrease the Percent of fast food restaurants with menu items over 1000 calories from 100% to 55% by September 2013 view | edit | delete

2. Complete the fields required to add the community
3. Click Save

2009-2010 Community Information

Year: 2009-2010

Community Action Plan Summary

Add Community

Community ABCD

PPO: Increase the Percent of schools who comply with national...

PPO Progress (1)

AO: By September 2010, Increase the Number of elementary sch...

AO Activities (3)

AO Progress (0)

PPO: Increase the Percent of total miles of physical infrastr...

PPO: Increase the Number of farmers markets in 2 zip codes (e...

Community BDCE

testing123

Add Community

\*Community Name:

\*Status:

☐ Active  
☐ Inactive

\*Members:

Organization Name

Organization Role

Organization Type

Select

Other (specify):

Coach?

Select

Add

Organization Name	Organization Role	Organization Type	Organization Coach
No members assigned.			

\*Sectors Represented:

Community-at-large

# of Members

Community Institution / Organization

Health Care

School

Work Site

\*How were coalition members identified?

Characters: 0 / Maximum: 3000

\*Summarize the structures and processes developed for decision making within the coalition

Characters: 0 / Maximum: 3000

\*What structures and processes have been put in place to ensure that member involvement matches their skills, interests and resources?

## Edit Community

1. Select the 'edit' link for the community in the action plan details section

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information Year: 2009-2010 Go

Community Action Plan Summary

Add Community

- Avondale Estates Community
- Clarkston Community
- North Dekalb Community
  - PPO: By September 2013, Decrease the Percent of people under...
  - PPO Progress (1)

**Community**  
Avondale Estates Community view | edit | delete

**Project Period Objective** add

**Project Period Objective** show details  
Increase the Number of farmers markets in 2 zip codes (e.g., 20034, 20035) from 3 to 20 by September 2013 view | edit | delete

Select link to view edit or delete a community

2. Click in the field to be edited and type the new data or select a new list value.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information Year: 2009-2010 Go

Community Action Plan Summary

Add Community

- Avondale Estates Community
- Clarkston Community
- North Dekalb Community
  - PPO: By September 2013, Decrease the Percent of people under...
  - PPO Progress (1)

**Edit Community Project Period Objective**

\*Priority Area:

Chronic Diseases  
☒ Cardiovascular Disease  
☒ Diabetes  
☐ Obesity

Related Risk Factors  
☒ Nutrition  
☐ Physical Activity  
☐ Tobacco

\*Describe the objective and how it will impact the problem:

The objective and how it will impact the problem...

Characters: 48 / Maximum: 2000

\*Direction of Change: Increase

## Delete Community

1. Select the 'delete' link for the community in the Action Plan details section

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
Dekalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information Year: 2009-2010 Go

Community Action Plan Summary

Add Community

Avondale Estates Community  
Clarkston Community  
North Dekalb Community

Community  
Avondale Estates Community view | edit | delete

Project Period Objective add

Select this link to delete community

2. A delete confirmation message will be displayed. Select 'yes' button to confirm the delete or no to cancel.

## CAP - Project Period Progress, Annual Objective, Annual Objective Progress, Activities

The steps for adding the CAP project period objective, annual objective, annual objective progress and activities are the same as the Action Plan. The fields listed in each section will be specific to the FOA. Select the applicable link from the CAP Summary. Refer to the Action Plan section for required steps.

Chronic Disease MIS: Healthy Communities Program: ACHIEVE  
National Recreation And Park Association

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information

Year: 2009-2010Go

Community Action Plan Summary

Add Community

Community ABCD

- PPO: Increase the Percent of schools who comply with national...
- PPO Progress (1)
  - AO: By September 2010, Increase the Number of elementary sch...
  - AO Activities (3)
  - AO Progress (0)
- PPO: Increase the Percent of total miles of physical infrastr...
- PPO: Increase the Number of farmers markets in 2 zip codes (e...
- Community BDCE
- testing123

Project Period Objective [add](#)

Increase the Percent of schools who comply with national physical education guidelines from 40% to 75% by September 2013

[view](#) | [edit](#) | [delete](#)

Project Period Objective Progress [add](#)

Progress Period	Description	Target Met	
First 6 Months	change if requestedtempor incididunt ut labore et dolore magna aliqua.	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Annual Objective [add](#)

Annual Objective

By September 2010, Increase the Number of elementary schools who implement 150 minutes per week of physical education from 8 to 15

[view](#) | [edit](#) | [delete](#)

Activities [add](#)

Title	Timeframe	
Guidelines and School Compliance	9/30/2009 - 9/29/2010	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Review Baseline	9/30/2009 - 9/29/2010	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Town Hall Meetings	9/30/2009 - 9/29/2010	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Annual Objective Progress [add](#)

Progress Period	Description	Target Met
No information entered.		

Select this link to add a Project Period Objective

Select link to view, edit or delete Community PPO, Annual Objective, Progress and Activities

Select this link to add PPO Progress, annual objective, annual objective progress and activities to the CAP

## Community Action Plan Field Instructions

---

Field/Section/Button	Instructions
<b>Community Name*</b>	<p>Enter the name of the community.</p> <p>Maximum text 200 characters, about 40 words</p>
<b>Year Funded*</b>	<p>Enter the four-digit year for which the community is funded.</p> <p>This field is displayed for only ACHIEVE/PHC FOAs.</p> <p>Maximum text four numeric digits.</p>
<b>Status*</b>	<p>Indicate if the community is active or inactive. This field is required only for ACHIEVE/PHC FOA.</p>
<b>Organization Name*</b>	<p>Enter the organization name for the members of the community.</p> <p>Maximum text 200 characters, about 40 words.</p>
<b>Organization Role*</b>	<p>Enter the organization role for members in the community.</p> <p>Maximum text 200 characters, about 40 words.</p>
<b>Organization Type*</b>	<p>Select the organization type for the members from the drop-down list.</p> <p>If the organization type is not included in the list, select Other, and enter it in the Other text box. Maximum text for the Other field is 50 characters, about 10 words.</p>
<b>Coach?*</b>	<p>Indicate by selecting Yes or No if this member is a coach or not.</p>
<b>Add</b>	<p>Click the <i>Add</i> button to save the added member information. The saved information is displayed in a table below the Add button.</p> <p>If any fields in the Members section are incomplete or invalid, when you click <i>Add</i>, the system displays an error. Correct all errors and click <i>Add</i> gain</p>
<b>Edit</b>	<p>Click the <i>Edit</i> button to save existing member information.</p>

<b>Delete</b>	Click the <i>Delete</i> button to delete existing member information.
<b>Sectors Represented*</b>	Enter the number of members that represent the sectors displayed for your FOA.  Maximum text for each text box 10 numeric digits.
<b>How were coalition members identified?*</b>	Describe in detail how coalition members were identified for this community.  Maximum text 3000 characters, about 600 words.
<b>Summarize the structures and processes developed for decision making within the community*</b>	Provide a detailed summary of the structures and processes that were developed for decision making within this community.  Maximum text 3000 characters, about 600 words.
<b>What structures and processes have been put in place to ensure that member involvement matches their skills, interests, and resources?*</b>	Describe in detail the structures and processes implemented in this community that ensure that member involvement matches their skills, interests, and resources.  Maximum text 3000 characters, about 600 words.
<b>Summarize structures and processes for communication within the coalition*</b>	Provide a detailed summary of the structures and processes that ensure effective communication within the coalition.  Maximum text 3000 characters, about 600 words.
<b>Describe the collaboration(s) that contributed most to local-level success*</b>	Describe in detail the collaboration(s) that most contributed to the success of this community on a local level.  Maximum text 3000 characters, about 600 words.
<b>Describe any collaboration(s) that hindered local-level progress/success*</b>	Describe in detail the collaboration(s) that hindered the progress or success of this community on a local level.  Maximum text 3000 characters, about 600 words.

**Describe the process and rationale for prioritization of the community action plan\***

Describe in detail the process and rationale that you used for prioritizing the community action plan.

Maximum text 3000 characters, about 600 words.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Community Action Plan Summary page.

**Community Project Period Objective**

Field/Section/Button	Instructions
<b>Priority Area*</b>	Select the appropriate priority area(s) from the list. The priority areas displayed are determined by the FOA.
<b>Describe the objective and how it will impact the problem*</b>	Enter a description for the objective and describe the impact that the objective will have on the problem that is addressed by the project period objective. Maximum text is 2000 characters, about 400 words.
<b>Direction of Change*</b>	Select the direction of change that will be measured and indicate if you plan to increase, decrease, or maintain the goal.
<b>Unit of Measurement*</b>	Select the unit of measurement that will be used to measure the project period objective.
<b>What will be measured*</b>	Entered what will be measured in the project period objective. Maximum text is 2000 characters, about 400 words.
<b>Baseline*</b>	Enter the baseline figure for what will be measured in the text box.

Maximum text is 10 numeric digits.

If you do not know the baseline, select the Unknown check box. If you select Unknown, the Baseline field is not required.

**Target\***

Enter the target figure for what will be measured in the text box.

Maximum text is 10 numeric digits.

**Primary Data Source\***

Enter the primary data source that will be used for the project period objective.

Maximum text is 200 characters, about 40 words.

**Secondary Data Source\***

Enter the secondary data source that will be used for the project period objective.

Maximum text is 200 characters, about 40 words.

**Timeframe**

Enter the beginning and end dates for the community PPO. The format for the data range is MM/DD/YYYY - MM/DD/YYYY.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Community Action Plan Summary page.

**Project Period Objective Progress**

**Field/Section/Button**

**Instructions**

**Related Project Period Objective Details**

Displays the related project period objective details in SMART format.

**Progress Period\***

Select the period for the project period objective progress, First six months or Second six months, from the drop-down list.

<b>Objective's Target Met*</b>	Indicate if the project period objective's target has been met, or not met, or still ongoing.
<b>Describe Progress*</b>	Enter a description for the project period objective progress. Maximum text is 3000 characters, about 600 words.
<b>Barriers/Issues Encountered and Plans to Overcome*</b>	Describe the barriers or issues encountered in the process of achieving success. Also, describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 3000 characters, about 600 words.
<b>Save</b>	Click <i>Save</i> to save the information entered.  If any fields on the page are incomplete or invalid, when you click <i>Save</i> , the system displays an error. Correct all errors and click <i>Save</i> again.
<b>Cancel</b>	Click <i>Cancel</i> to discard any information entered and return to the View Project Period Objective Progress page.

## Annual Objective

Field/Section/Button	Instructions
<b>Setting*</b>	Select the setting for the annual objective from the list.
<b>Related PSE Strategies*</b>	Select the related PSE strategies for this annual objective from the list.  If the desired setting is not included in the list, specify it in the <i>Other</i> text box. Maximum text for the Other field is 50 characters, about 10 words.
<b>Describe the evidence/practice base for the strategy*</b>	Describe in details the evidence or practice on which the strategy for the annual objective is based. Maximum text is 3000 characters, about 600 words.
<b>Number of people reached*</b>	Enter the number of people that will be reached.

Maximum text is 6 numeric digits.

**Describe the objective and how it will impact the problem\***

Describe the annual objective in details and specify how the annual objective will impact the problem being addressed.

Maximum text 3000 characters, about 600 words.

**Direction of Change\***

Select the direction of change that will be measured and indicate if you plan to increase, decrease, or maintain the objective.

**Unit of Measurement\***

Select the unit of measurement that will be used to measure the annual objective.

**What will be measured?\***

Enter what will be measured in the AO in the text box.

Maximum text 200 characters, about 40 words.

**Baseline\***

Enter the baseline figure for what will be measured in the text box.

Maximum text is 10 numeric digits.

If you do not know the baseline, select the Unknown check box. If you select Unknown, the Baseline field is not required.

**Target\***

Enter the target figure for what will be measured in the text box.

Maximum text is 10 numeric digits.

**Primary Data Source\***

Enter the primary data source that will be used for the annual objective.

Maximum text is 200 characters, about 40 words.

**Secondary Data Source\***

Enter the secondary data source that will be used for the annual objective.

Maximum text is 200 characters, about 40 words.

**Timeframe**

Displays the one-year time frame for the annual objective.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the Annual Objective page.

**Annual Objective Progress**

Field/Section/Button	Instructions
<b>Related Project Period Objective</b>	Displays the annual objective associated with this progress information.
<b>Progress Period*</b>	Select the period for the annual objective progress, First six months or Second six months, from the drop-down list.
<b>Objective's Target Met*</b>	Indicate if the annual objective's target has been met, or not met, or still ongoing.
<b>Describe Progress*</b>	Enter a description for the AO progress. Maximum text is 3000 characters, about 600 words.
<b>Barriers/Issues Encountered*</b>	Describe the barriers or issues encountered in the process of achieving success. Also, describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 3000 characters, about 600 words.
<b>Plans to Overcome Barriers/Issues Encountered*</b>	Describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 3000 characters, about 600 words.
<b>Save</b>	Click <i>Save</i> to save the information entered. If any fields on the page are incomplete or invalid, when you click <i>Save</i> , the

system displays an error. Correct all errors and click Save again.

**Cancel**

Click *Cancel* to discard any information entered and return to the View Annual Objective Progress page.

**Activities**

Field/Section/Button	Instructions
<b>Activity Title*</b>	Enter a title for the activity. For example, Develop Training Program. Maximum is 200 alphanumeric characters, about 40 words.
<b>Activity Description*</b>	Enter a concise description for the activity. Maximum is 3000 characters, about 600 words.
<b>Timeframe*</b>	Select the timeframe of initiation for the activity from the drop-down list.
<b>Save</b>	Click <i>Save</i> to save the information you entered. The system saves the information and returns you to the Community Action Plan Summary page.  If any fields on the page are incomplete or invalid, the system displays an error. Correct all invalid fields and click <i>Save</i> again.
<b>Cancel</b>	Click <i>Cancel</i> to discard any information entered and display the Annual Activities Summary page.

**Add/Edit/View Product**

The pages for entering initial information and modifying existing product information are identical. The only difference is that the *Edit* page displays the existing information for the product while the fields in the page for adding initial information are blank. Use the *Add* page to enter initial information and the *Edit* page to modify existing information. Use the *View* page to view objective product information.

Field/Section/Button	Instructions
----------------------	--------------

<b>Related Annual Objective</b>	<p>The system displays the name, status, and time frame of the related objective to which this activity is being added. This information is view only and cannot be modified.</p>
<b>Product Title*</b>	<p>Enter a descriptive title for the product.</p> <p>Maximum is 200 characters, about 40 words.</p>
<b>Product Description*</b>	<p>Enter a description for the product.</p> <p>Maximum is 1500 characters, about 300 words.</p>
<b>Product Type</b>	<p>Select a product type from the drop-down list.</p> <p>If the product type is not included in the list, select <i>Other (specify)</i>, and enter it in the Other text box. Maximum text for the Other field is 100 characters, about 20 words.</p>
<b>Product Attachment</b>	<p>Enter the complete path for the document that you want to attach or click <i>Browse</i> to navigate to the location where the document is saved, and select the document.</p> <p>To edit an attached file, you should edit the copy of the file on your computer, then you must delete the attached file and then upload it again.</p> <p>Maximum text is 200 alphanumeric characters.</p>
<b>Save</b>	<p>Click <i>Save</i> to save the information you entered. The system saves the information and returns you to the Project Period Objective Summary page.</p> <p>If any fields on the page are incomplete or invalid, the system displays an error. Correct all invalid fields and click <i>Save</i> again.</p>
<b>Cancel</b>	<p>Click <i>Cancel</i> to discard any information entered and display the Project Period Objective Summary page.</p>

\*= Required field

# Assessments

## Assessments List Page

The list page contains a summary of the assessments associated with a community

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information

Year: 2009-2010 Go

Assessment add

Community	Assessment Title	Date Assessment Completed (MM/DD/YYYY)	
Clarkston Community	Assessment ABCD	05/10/2010	view   edit   delete
Clarkston Community	Assessment ABCDEF	07/07/2010	view   edit   delete
Avondale Estates Community	Assessment 12345	04/05/2010	view   edit   delete

Click this link to add a new assessment

Click link to view, edit or delete an assessment

## Add Assessment

- Select the 'Assessment Add' Link from the Assessment list
- Complete the required fields on the 'Assessments Add' page to add a new assessment

Chronic Disease MIS: Healthy Communities Program: ACHIEVE  
National Recreation And Park Association

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Assessment

Add Assessment

\*Related Community: Select one

\*Assessment Title:

\*Date Assessment Completed:

\*Describe the Assessment:

Characters: 0 / Maximum: 3000

\*How did the assessment data inform the development and refinement of the Community Action Plan?

Characters: 0 / Maximum: 3000

Save Cancel

## Edit Assessment Page

- Click in the field to be edited and enter new information or select new list value.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

CAPs | **Assessment** | CHANGE Tool

2009-2010 Assessment

\*Required

Edit Assessment

\*Related Community:

Clarkston Community

\*Assessment Title:

Assessment ABCD

\*Date Assessment Completed:

5/10/2010

\*Describe the Assessment:

assessment description

Characters: 22 / Maximum: 3000

\*How did the assessment data inform the development and refinement of the Community Action Plan?

assessment plan

Characters: 15 / Maximum: 3000

Save

Cancel

## Delete Assessment

- Select the delete link from the Assessment List page
- Click 'Yes' to confirm delete or 'No' to cancel

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

CAPs | **Assessment** | CHANGE Tool

2009-2010 Assessment

Delete Assessment

Are you sure you want to delete **Assessment ABCD** as an Assessment?

Yes

No

## Assessment Field Instructions

Field/Section/Button	Instructions
<b>Related Community*</b>	Select the community associated with this assessment from the drop-down list of communities..
<b>Assessment Title*</b>	Enter the title of the Assessment. Maximum text is 200 characters, about 40 words.
<b>Date Assessment Completed*</b>	Enter the date the Assessment was completed. Enter the two-digit month in the first text box, for example 01. Enter the four-digit year in the second text box, for example 2009.
<b>Describe the Assessment*</b>	Enter a detailed description of the assessment. Maximum text is 3000 characters, about 600 words.
<b>How did the assessment data inform the development and refinement of the Community Action Plan?*</b>	Describe in detail the assessment data was used in defining and refining the community action plan. Maximum text is 3000 characters, about 600 words.
<b>Save</b>	Click <i>Save</i> to save the assessment information and return to the Assessment list page.  If any fields on the page are incomplete or invalid when you click <i>Save</i> , the system displays an error. Correct all errors and click <i>Save</i> again.
<b>Cancel</b>	Click Cancel to discard any information entered and return to the Assessment list page.
<b>Back</b>	Click <i>Back</i> to return to the Assessment list page. This button is available only on the View page.

# CHANGE Tool

Use the CHANGE (Community Health Assessment and Group Evaluation) Tool section to document and track CHANGE information in the community.

## CHANGE Tool List Page

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 Community Information Year: 2009-2010 Go

Community	Attachments	
Avondale Estates Community	1 Attachments	view   edit   delete
Clarkston Community	0 Attachments	view   edit   delete
North Dekalb Community	1 Attachments	view   edit   delete

Click this link to add a CHANGE Tool assessment

Click link to view edit or delete a CHANGE Tool Assessment

## Add Change Tool

- Select the 'CHANGE Tool Add' Link from the CHANGE Tool list page.
- Complete the required fields on the 'CHANGE Tool Add' page to add a CHANGE Tool assessment.

Chronic Disease MIS: Healthy Communities Program: ACHIEVE  
National Recreation And Park Association

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 CHANGE Tool \*Required

Add Change Tool

\*Related Community: Select

\*CHANGE Methods:

\*Setting: Select

\*Method Used: Select  
Other (specify):

\*Describe why this method was used

\*Identify Stakeholders Involved

## Edit CHANGE Tool

- Click in the field to be edited and enter new information or select new list value.

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
Dekalb County Board Of Health

[Help](#) [Log Out](#)

[System Admin](#)
[FOAs & Recipients](#)
[Program Information](#)
[Resources](#)
[Planning](#)
[Action Plan](#)
[Community Information](#)

CAPs | Assessment | **CHANGE Tool**

2009-2010 CHANGE Tool

\*Required

Edit CHANGE Tool

\*Related Community: Avondale Estates Community

\*CHANGE Methods:

\*Setting

Select

\*Method Used

Select  
Other (specify):

\*Describe why this method was used

Characters: 0 / Maximum: 500

\*Identify Stakeholders Involved

Characters: 0 / Maximum: 500

Add

Setting	Method Used	Describe why this method was used	Identify Stakeholders Involved
No methods assigned.			

\*Describe barriers/issues encountered while completing CHANGE and plans to overcome those barriers/issues

barriers and issues were....

Characters: 24 / Maximum: 3000

\*How did CHANGE data inform the development and refinement of the Community Action Plan?

CHANGE data informed....

Characters: 20 / Maximum: 3000

Save

Cancel

## Delete CHANGE Tool

- Select the delete link from the CHANGE Tool list page to display the delete confirmation message
- Click 'Yes' button to confirm delete or 'No' to cancel

Chronic Disease MIS: Healthy Communities Program: Strategic Alliance for Health (SAH)  
DeKalb County Board Of Health

System Admin

FOAs & Recipients

Program Information

Resources

Planning

Action Plan

Community Information

CAPs | Assessment | CHANGE Tool

2009-2010 CHANGE Tool

Delete CHANGE Tool



Are you sure you want to delete **Avondale Estates Community** as a CHANGE Tool?

Yes

No

## CHANGE Tool Field Instructions

Field/Section/Button	Instructions
<b>Related Community*</b>	Select the community associated with this CHANGE from the drop-down list of communities.
<b>Setting*</b>	Select a setting for the CHANGE from the drop-down list.
<b>Method Used*</b>	Select the method used for the CHANGE from the drop-down list.  If the type of method is not included in the list, enter the information in the Other text box. Maximum text for the Other field is 100 characters, about 20 words.
<b>Describe why this method was used*</b>	Describe why the selected method was used for the CHANGE.  Maximum text is 500 characters, about 100 words.
<b>Identify the stakeholders involved*</b>	Identify all the stakeholders that were involved in the CHANGE.  Maximum text is 500 characters, about 100 words.
<b>Add</b>	Click the <i>Add</i> link to save the added CHANGE method. The saved information is displayed in a table below the <i>Add</i> button.  If any fields are incomplete or invalid, when you click <i>Add</i> , the system displays an error. Correct all errors and click <i>Add</i> again.
<b>Edit</b>	Click the <i>Edit</i> link to edit existing CHANGE method.
<b>Delete</b>	Click the <i>Delete</i> link to delete existing CHANGE method.
<b>Describe barriers/issues encountered while completing CHANGE and plans to overcome those barriers/issues*</b>	Describe the barriers or issues encountered while completing the CHANGE. Also, describe the plans for overcoming the barriers or issues.  Maximum text is 3000 characters, about 600 words.

**How did CHANGE data inform the development and refinement of the Community Action Plan?\***

Describe in detail how the CHANGE data was used to develop and refine the community action plan.

Maximum text is 3000 characters, about 600 words.

**Save**

Click *Save* to save the information entered.

If any fields on the page are incomplete or invalid, when you click *Save*, the system displays an error. Correct all errors and click *Save* again.

**Cancel**

Click *Cancel* to discard any information entered and return to the CHANGE Tool summary page.

**Back**

Click *Back* to return to the CHANGE Tool summary page. This button is available only on the View page.

## Reports Tab

### Introduction:

The Reports section allows you to generate the Interim and Annual Progress reports required by the CDC each budget period. Your Project Officer/Program Consultant will provide you with the exact date for submission of the reports.

- **Interim Progress Report** - includes Action Plan progress for the first six months of the budget year, and the Action Plan for the upcoming budget year.
- **Annual Report** - includes progress for the entire budget year.

Information from various sections of the MIS is used to generate the reports. The MIS guides you through a series of steps required for creating the report. At the end of this process, you will have the option to create a draft version of the report for review. Any updates necessary once the draft report is generated should be made in the MIS and a new draft copy of the report should be run. Once you are satisfied with the information contained in the report, you will have the option to finalize and print the report for submission to the CDC.

### Accessing Reports in the MIS:

- To access either report, click the Reports tab.
- The system will default to the correct report (Interim or Annual) based on the current date. If you need to access the other report, click on its link.
- To view reports from a previous year, select the year from the drop-down list and click the 'Go' button.

The screenshot shows the MIS interface with a top navigation bar containing tabs for System Admin, FOAs & Recipients, Program Information, Resources, Financial, Planning, Action Plan, and Reports. The Reports tab is active. Below the tabs, there are links for 'Interim Report' and 'Annual Report'. Under these links, it says '2010-2011 Reports'. To the right of this text is a form with a 'Year:' label, a dropdown menu currently showing '2010-2011', and a 'Go' button.

Click link to select the Interim or Annual report

Click the year drop down list to view reports from a previous year.

## Reports Tab

### Introduction:

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- To view reports from a previous year, select the year from the drop-down list and click the 'Go' button.

The screenshot displays the MIS interface. At the top, there is a navigation bar with tabs: System Admin, FOAs & Recipients, Program Information, Resources, Financial, Planning, Action Plan, and Reports. The Reports tab is selected. Below the navigation bar, there are two links: 'Interim Report' and 'Annual Report'. The '2010-2011 Reports' link is highlighted. To the right of this link is a form with a 'Year:' label, a dropdown menu showing '2010-2011', and a 'Go' button. Two callout boxes provide instructions: one points to the 'Interim Report' link with the text 'Click a link to select the Interim or Annual report', and the other points to the year dropdown menu with the text 'Click the year drop down list to view reports from a previous year.'

## Interim Report Instructions:

The Interim Report contains the Action Plan for the current year, progress for each Annual Objective, and the Action Plan for the upcoming budget year.

To create the Interim Report:

- Navigate to the Reports tab. Depending on the reporting period, the Interim Report page will be displayed. If not, click on the Interim Report link.
  - The MIS will guide you through the five steps required to generate the Interim Report:
    - Step 1: Review Errors in Current Action Plan
    - Step 2: Enter Report Narrative
    - Step 3: Transfer Information
    - Step 4: Review Errors in the New Action Plan
    - Step 5: Update Report Status
  - Each step must be completed in the order shown. Subsequent steps are not accessible until the current step is complete.
  - Initially, the status of each step is set to 'Incomplete'. As you finish a step, the status is automatically changed to 'Complete.'
- To execute a step, click on its link.

### Interim Report - DRAFT

Process	Status
<a href="#">Step 1: Review Errors in Current Action Plan</a>	Incomplete
<a href="#">Step 2: Enter Report Narrative</a>	Incomplete
<a href="#">Step 3: Transfer Information</a>	Incomplete
<a href="#">Step 4: Review Errors in New Action Plan</a>	Incomplete
<a href="#">Step 5: Update Report Status</a>	DRAFT

Click on the link to execute the step.

Step Status

## Step 1: Review Errors in Current Action Plan

- In Step 1, the MIS reviews the current Action Plan to check that information required for generating the Interim Report has been entered. The following information is required for the Interim Report:
  - Each Annual Objective must have progress entered for first 6-months
  - At least one Activity must be entered for each Annual Objective
- The results of the system's Action Plan review are displayed:



- Indicates information has been entered



- Indicates information has not been entered

N/A - Indicates information is not required

Interim Report - DRAFT

Print this page

### Step 1 of 5: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered?
<b>PPO: 1</b> - Increase the number of infrastructure components developed to support community transformation from 0 to 7 by September 2016.	N/A	N/A
<b>AO: 1.1</b> - Increase the number of staffing plans representing the 5 strategic directions from 0 to 5 by September 2013.		
<b>AO: 1.2</b> - Increase the number of organizations on the Wellness Council representing the 5 strategic directions from 60 to 65 by September 2013.		
<b>AO: 1.3</b> - Increase the number of coalitions representing the 5 strategic directions from 0 to 5 by September 2013.		
<b>AO: 1.4</b> - Increase the number of health needs assessments from 0 to 1 by September 2013.		
<b>AO: 1.5</b> - Increase the number of policy scans documenting gaps in existing policies, environments, programs, and infrastructures from 0 to 1 by September 2013.		
<b>AO: 1.6</b> - Increase the number of communication opportunities from 0 to 15 by September 2013.		
<b>AO: 1.7</b> - Increase the number of community transformation implementation plans from 0 to 1 by September 2013.		

Finish

Finish later

Click the red '!' icon to enter missing information

To enter missing activities or progress:

- Click on the red '!' icon. The page required to enter the missing activity or progress will be displayed in a 'pop-up' window over the 'Step 1: Review Errors in Current Action' Plan page.

Chronic Disease MIS: Public Prevention Health Fund: Co  
Austen Bioinnovation Institute in Akron

System Admin | FOAs & Recipients | Technical Assistance | Program Information | Resources

Interim Report | Annual Report

2011-2012 Reports

Interim Report - DRAFT

Step 1 of 5: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the current year's Action Plan.

- Each Annual Objective must have at least one activity.
- Each Annual Objective must have at least one progress entry.

Select the red '!' icons below to add progress or activities. Once selected, a pop-up window will appear to enter the missing information.

**Objectives**

PPO: 1 - Increase the number of infrastructure components

AO: 1.1 - Increase the number of staffing plans representing the number of coalitions representing the number of health needs assessments

AO: 1.2 - Increase the number of organizations on the list of coalitions representing the number of health needs assessments

AO: 1.3 - Increase the number of coalitions representing the number of health needs assessments

AO: 1.4 - Increase the number of health needs assessments

AO: 1.5 - Increase the number of policy scans documenting the number of health needs assessments

AO: 1.6 - Increase the number of communication opportunities

AO: 1.7 - Increase the number of community transfer of knowledge

**Add Annual Objective Progress**

Related Annual Objective: 1.3 - Increase the number of coalitions representing the 5 strategic directions from 0 to 5 by September 2013.

\* Progress Period: Select one

\* Objective's Target Met: ☐ Yes ☐ No ☐ Ongoing

\* Current Measurement:  ☐ Unknown at this time

\* Describe Progress:

Facilitating Factors of Success:

ActionPlanItem\_Add.aspx?Control=7&PPOID=2768&AOID=6385&ReportType=1

Print this page

	Progress Entered?	Activity Entered?
2016.	N/A	N/A
September 2013.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
from 0 to 1 by September 2013.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Pop-up window to enter missing activity

- Enter the required information and click 'Save.' The activity or progress entered will be saved in the current year's Action Plan.
- On the Review page, the red '!' icon will be replaced with the green '✓' icon.
- Missing Objectives Warning:
  - Some programs require at least one Annual Objective for each Project Period Objective (PPO) entered in the Action Plan. The MIS checks for this condition and issues a warning message if it finds PPOs without Annual Objectives. Each PPO missing an Annual Objective is highlighted, and a message with a check box to 'Continue without annual objectives' is displayed at the end of the page.
  - If your program requires at least one Annual Objective for each PPO, **do not** check the 'Continue without Annual Objectives' check box. Instead, click the 'Return to the Action Plan' link to go back to the Action Plan and enter an Annual Objective for the highlighted Project Period Objective. (Please refer to your program guidance to determine if this applies to you. If your Program guidance allows a PPO to be entered without an Annual Objective, click the checkbox to continue. The 'Finish' button will then be enabled, allowing you to complete Step 1.)

## Missing Objectives Warning:

Chronic Disease MIS: Coordinated Chronic Disease Prevention and Health Promotion Program (CCDP)  
Connecticut Department Of Public Health

Help Log C

System Admin FOAs & Recipients Program Information Resources Planning Action Plan Reports Search

Interim Report | Annual Report

2011-2012 Reports

Interim Report - DRAFT [Print this pag](#)

**Step 1 of 4: Review Errors in Current Action Plan**

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered
<b>PPO: 1.0</b> - Increase the number of projects with partners to 10 by August 2014.	N/A	N/A
<b>AO: 1.1</b> - Increase the number of projects with Tribal organizations from 2 to 6 by September 2012.		
<b>PPO: 2</b> - Increase the number of participants on committee to develop state chronic disease prevention plan from 0 to 12 by August 2014.	N/A	N/A
<b>AO: 2.1</b> - Increase the number of recruits for the state plan committee from 0 to 15 by September 2012.		
<b>PPO: 3</b> - Increase the number of outreach efforts to 15 by August 2014.	N/A	N/A
<b>AO: 3.1</b> - Increase the number of diabetes brochures referencing natural disasters to 3 by September 2012.		
<b>PPO: 4</b> - Increase the number of infrastructure components supporting policy, systems and environmental changes strategies from 3 to 8 by August 2014.	N/A	N/A
<b>AO: No Annual Objectives entered.</b>		

One or more Project Period Objectives highlighted above are missing Annual Objectives. Please check the 'Continue' box below if you wish to continue without entering Annual Objectives, or [Return to the Action Plan](#)

☐ Continue without entering Annual Objectives

[Finish](#) [Finish later](#)

Click this checkbox if you don't need to add Annual Objectives for the highlighted Project Period Objective

- When all errors have been corrected, and all icons are green, the finish button will be enabled. If the PPO without Annual Objectives warning is displayed, the 'Finish' button will not be enabled until the 'Continue without Annual Objectives' box is checked, or at least one Annual Objective is entered for the PPO.

Objectives	Progress Entered?	Activity Entered?
<b>PPO:</b> Decrease the number of drththtyh from 23 to 45 by June 2012.	N/A	N/A
<b>AO:</b> Decrease the number of testtest from 15 to 15 by June 2011.		
<b>AO:</b> Increase the percent of methods to 20% by June 2011.		
<b>PPO:</b> Increase the percent of women 30-40 years old with a baseline mamogram from 20% to 25% by June 2012.	N/A	N/A
<b>AO:</b> No Annual Objectives entered.		

[Finish](#) [Finish later](#)

- Click the Finish button to complete Step 1. This will also enable Step 2.
- If you were not able to add all the required activities or progress, you can click the 'Finish Later' button to save your changes and return to Step 1 later.

## Step 2: Enter Narrative Report

In Step 2, complete the field 'During the reporting period, please describe the most significant accomplishments including collaboration across other chronic disease programs (such as leveraged resources)' by describing in detail the most significant accomplishments by your program, how they were achieved, other chronic programs with whom you collaborated, etc.

Maximum text is 10,000 characters or about 2,000 words. You may enter information directly in the text box, or cut and paste information from another application such as Microsoft Word.

To complete Step 2 of the Interim Report process:

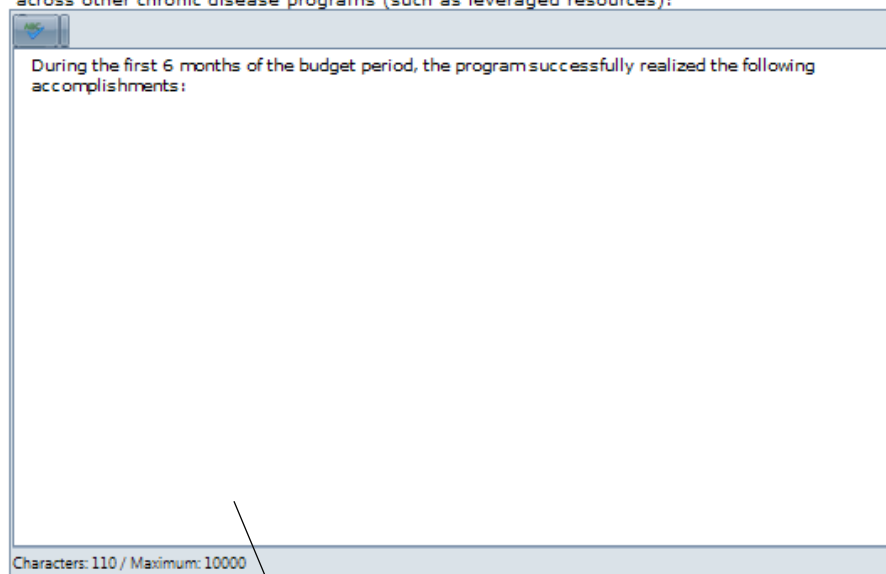
1. Click on the 'Step 2: Enter Report Narrative' link. The system displays the Step 2 of 5: 'Enter Report Narrative' page.
2. Enter the information about your program's most significant accomplishments for the first 6 months of the reporting year, including collaboration across other chronic disease programs.
3. When finished entering information, click 'Save'. The system saves the narrative report, marks Step 2 as Complete, and enables the link for 'Step 3: Transfer Information'. (Note: the 'Save' button is disabled when the narrative field is blank and becomes enabled when text is entered.)

*Note:* You can update the narrative report in Step 2 as often as necessary up until the Interim Report is finalized in Step 5.

### Interim Report - DRAFT

#### Step 2 of 5: Enter Report Narrative

\*During the reporting period, please describe the most significant accomplishments including collaboration across other chronic disease programs (such as leveraged resources):



Enter narrative report information.

Maximum text is 10,000 characters,  
about 2,000 words.

When finished, click 'Save'.

### Step 3: Transfer Information

Step 3 transfers information from one budget year to the next. Information in the following tabs will be transferred to the upcoming year:

- **Program Information tab** - All Contact Information and Program Summary information.
- **Resources tab** - All active Personnel, Partners, and Contractors/Consultations; all 'Vacant' positions; the Partnership/Coalition (CCC), and the Leadership team (HCP: SAH).
- **Financial tab (CCC Only)** - All information.
- **Planning Tab:** All information (Standard and Other Data Sources, Plans and Logic Models).
- **Action Plan** - All information *except PPO and AO progress*. Products will be transferred if the related Activity is transferred.
- **Community Information (HCP: Achieve/SAH/PHC)** - as applicable.
- All existing attachments in any section.



- Project Period Objective (PPO) **Progress** and Annual Objective **Progress** cannot be transferred to the upcoming year. Progress must be entered on an annual basis, at least once for each PPO (during Annual Report), and twice for each Annual Objective (once per Interim and once per Annual).

#### To transfer information to the upcoming year:

- Click the link to execute 'Step 3: Transfer Information'
- The Action Plan items selected for transfer will be displayed. Click the '[View All for YYYY-YYYY](#)' link to see an expanded list of information that will be transferred from the Personnel, Partners, Contract/Consultant and Action Plan sections.
- You may uncheck Action Plan items selected for transfer if you do not want them transferred to the upcoming year. However, you must uncheck all associated Activities before you can uncheck an Annual Objective, and if you check an Annual Objective Activity, the Annual Objective will also become checked.

2011-2012 Action Plan | [View All for 2011-2012](#)

Objectives & Activities	Transfer	Date Transferred
<b>PPO: 1</b> - Increase the number of infrastructure communications components supporting CTG activities from 0 to 10 by September 2016.	<input checked="" type="checkbox"/>	10/11/2012
<b>AO: 1.1</b> - Increase the percent of the public exposed to messages about community needs and CTG planned efforts and achievements of adults 18+ in the 12 intensive counties from 1% to 15% by September 2013.	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.1</b> - Baseline public opinion polling	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.2</b> - Local Presentations	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.3</b> - CA Broadcasters Association	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.4</b> - Local media	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.5</b> - Community events	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.6</b> - Targeted communications and trainings	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.7</b> - Statewide CTG presentations/presence	<input checked="" type="checkbox"/>	
<b>AO: 1.2</b> - Increase the number of partners exposed to messages about community needs and CTG planned efforts in the 12 intensive counties from 24 to 48 by September 2013.	<input checked="" type="checkbox"/>	
<b>ACT: 1.2.1</b> - CDSMP webinar	<input checked="" type="checkbox"/>	
<b>ACT: 1.2.2</b> - Logic Modeling webinar & TA	<input checked="" type="checkbox"/>	
<b>ACT: 1.2.3</b> - MUH Webinar	<input checked="" type="checkbox"/>	

Click the green checkbox to prevent the activity or objective from being transferred to the upcoming year

### Personnel Transfer

Note: The personnel members listed below are marked for transfer as they have a Personnel Status of "Active". To update status, visit the Personnel section in the Program Information tab.

Name	Position	Position Status	Personnel Status	Transfer	Date Transferred
Olson, John	Business/Financial Official	Filled	Active	<input checked="" type="checkbox"/>	11/04/2010
	Policy Analyst	Vacant		<input checked="" type="checkbox"/>	

### Partners Transfer

Note: The partners listed below are marked for transfer as they have a Partner Status of "Active". Any "Inactive" Partners will NOT be transferred. To update status, visit the Partners section in the Resources tab.

Organization Name	Partner Status	Transfer	Date Transferred
Arizona Minority Health	Active	<input checked="" type="checkbox"/>	11/05/2010
Pacific Islands Cancer Society	Active	<input checked="" type="checkbox"/>	11/05/2010

### Contractor/Consultants Transfer

Note: The contractors/consultants listed below are marked for transfer as they have a Status of "Active". Any "Inactive" contractors/consultants will NOT be transferred. To update status, visit the Contractors/Consultants section in the Resources Tab.

Organization Name	Primary Role	Contract Status	Organization Status	Transfer	Date Transferred
Portland Evaluation Services	Evaluation	Awarded	Active	<input checked="" type="checkbox"/>	11/01/2010
Maine Media Relations Alliance	Other - 123	Not Awarded	Active	<input checked="" type="checkbox"/>	11/01/2010
The Geek Squad	Other - Technical Services	Not Awarded	Active	<input checked="" type="checkbox"/>	11/01/2010

### 2010-2011 Action Plan

Objectives & Activities	Transfer	Date Transferred
<b>PPO:</b> Decrease the number of unreported cases from 23 to 45 by June 2012.	<input checked="" type="checkbox"/>	11/01/2010
<b>AO:</b> Decrease the number of unreported tests from 15 to 15 by June 2011.	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> Alison DB test	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> DB TEST	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> Dee's Second DB Test	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> denise	<input checked="" type="checkbox"/>	11/05/2010
<b>AO:</b> Increase the percent of methods to 20% by June 2011.	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> Dee test DB	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> test act 1	<input checked="" type="checkbox"/>	11/05/2010
<b>PPO:</b> Increase the percent of women 30-40 years old with a baseline mamogram from 20% to 25% by June 2012.	<input checked="" type="checkbox"/>	11/05/2010



- Click the **Transfer** button to have the selected items transferred to the upcoming budget year. The status of Step-3 will be changed to 'Complete' and Step-4 will be enabled.
- If you add new information to the current budget year Action Plan after executing the transfer step, the MIS will evaluate the changes made and reset the status of Step 1 to 'Incomplete' if necessary. If the status of Step 1 is changed to 'Incomplete', you will need to rerun Step before you can proceed to Step 4. (Note: the status of Step 2 will not be changed.)
- The 'Transfer' step may be run multiple times to transfer new information. Once an item has been transferred, it cannot be transferred again.
- If you edit an item in the current year after the transfer step, unless a change is made in the Action Plan, you will need to make the same edit in the upcoming year, if the change is needed in both years.
- If you are not ready to complete the transfer step, click the 'Cancel' button to return to the Interim Report main page.
- On completion of the transfer step, the new budget year will be created in the MIS.
- Both the current year and the upcoming year will remain open for data entry until the report is finalized in Step 5. Once the report is finalized, any updates will not appear in the report.



Please make sure that you have selected the correct year when entering data. If you inadvertently enter data in the upcoming year, you will need to delete it and re-enter it to the current year.

## 2011-2012 Reports



Year: 2011-2012 2012-2013 2011-2012 2010-2011 2009-2010 2008-2009 Go

Click on the Year drop down list to access the new budget year.

### Interim Report - DRAFT

Process	Status
Step 1: Review Errors in Current Action Plan	Complete
Step 2: Enter Report Narrative	Incomplete
Step 3: Transfer Information	Incomplete
Step 4: Review Errors in New Action Plan	Incomplete
Step 5: Update Report Status	DRAFT


## Step 4: Review Errors in New Action Plan




- In Step 4, the MIS reviews the upcoming year's Action Plan to check that information required for generating the Interim Report has been entered. The only requirement for the upcoming year for the Interim Report is:
  - Every Annual Objective must have at least one Annual Activity associated with it.
- Click the step name link to execute Step 4. The MIS reviews the new Action Plan and displays a report of any errors found.
- The results of the system's Action Plan review for the upcoming year are displayed:
  -  - Indicates information has been entered
  -  - Indicates information has not been entered
  - N/A - Indicates information is not required
- Click on the red '!' icon to display the 'Add Activity' page.

**Step 3 of 4: Review Errors in New Action Plan**

Print this page to review and correct any missing activities in your 2011-2012 Action Plan. If you need to add additional Annual Objectives and/or Activities, please visit the 2011-2012 Action Plan tab to do so, and then return to this screen to check your work. The following information is required:

- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add activities. Once all corrections have been made, select **FINISH**.

Objectives	Activity Entered?
PPO: Decrease the number of drthtyh from 23 to 45 by June 2012.	N/A
AO: Decrease the number of testtest from 15 to 15 by June 2011.	
AO: Increase the percent of methods to 20% by June 2011.	
AO: Increase the number of Partners recruited each year from 10 to 20 by June 2012.	
PPO: Increase the percent of women 30-40 years old with a baseline mamogram from 20% to 25% by June 2012.	N/A
AO: No Annual Objectives entered.	


Finish Finish later

Click the red icon to add missing activities

- As shown in Step 1, the 'Add Activity' page will be displayed in a pop-up window over the review page. Enter the required information and click the 'Save' button. The activity entered will be saved in the new year's Action Plan, and the red '!' icon on the review page will be replaced with a green '✓' icon.
- Click the Finish button to complete Step 4. This will also enable Step 5.
- If you were not able to add all the required activities or progress, you can click the 'Finish Later' button to save your changes and return to Step 4 later. However, you won't be able to proceed to Step 5 until Step 4 is finished.

## Step 5: Update Report Status

- In Step 5, you will finalize the Interim Report.
- *Note:* Once information is transferred, any changes to the information in the current year will not be reflected in the upcoming year.
- At any time before you finalize the Interim Report, you can view a draft of the report by clicking on the 'Print Report' link on the Interim Report main page.

Interim Report - DRAFT		 Print Report
Process	Status	
Step 1: Review Errors in Current Action Plan	Complete	
Step 2: Enter Report Narrative	Complete	
Step 3: Transfer Information	Complete	
Step 4: Review Errors in New Action Plan	Complete	
Step 5: Update Report Status	DRAFT	

## Finalizing the Interim Report

To finalize the Interim Report, you must complete Step 5:

1. Click on the 'Step 5: Update Report Status' link.
2. In the Report Status field, select the 'Finalized for submission to CDC' option.
3. Enter the submission date into the text box (in the format MM/DD/YYYY). You can also click the calendar icon to select a date. This field is required.
4. Click the 'Save' button.

*Note:* The 'Save' button only saves the selected 'Report Status', it does NOT finalize the report.

## 2011-2012 Reports

### Interim Report - DRAFT

#### Step 5 of 5: Update Report Status

\*Report Status:

☐ Draft

☒ Finalized for submission to CDC

05/15/2012



Select the option: 'Finalized for submission to CDC'.

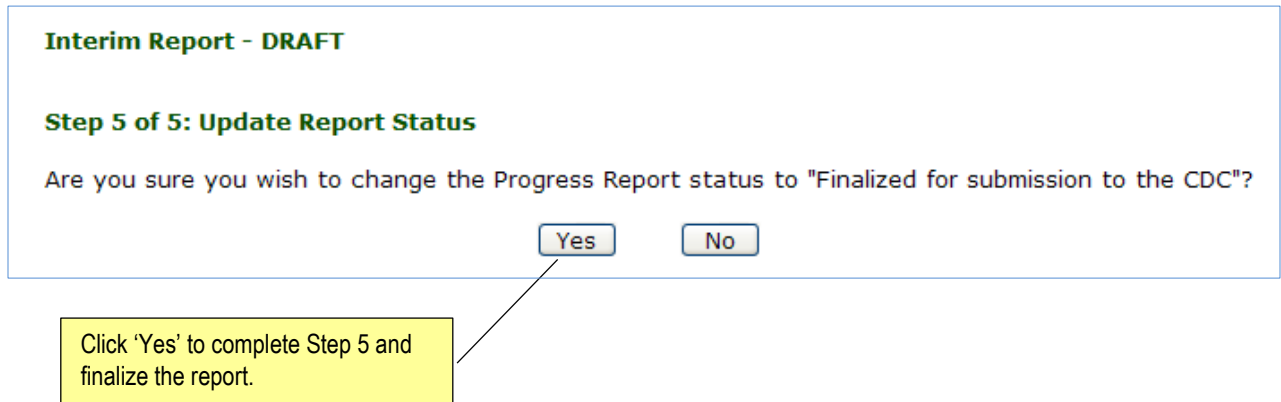
Save

Cancel

Click 'Save' when you are finished entering the date.

Enter or select the report submission date

4. After you click the 'Save' button you will be prompted to confirm the change of the report status from 'Draft' to 'Finalized'.
- Click the 'Yes' button to complete the finalization process. The report status will be updated to 'Finalized' and the submission date will be entered. A link to view and print the finalized Interim Report will be displayed on the Interim Report main page.
  - Click 'No' to cancel the report finalization and return to the Update Report Status page where the report status will change back to 'Draft'.



**Interim Report - DRAFT**

**Step 5 of 5: Update Report Status**

Are you sure you wish to change the Progress Report status to "Finalized for submission to the CDC"?

Click 'Yes' to complete Step 5 and finalize the report.

5. After you click 'Yes' on the confirmation message, the system saves the finalized status and the submission date. The system also does the following:
- Saves the finalized Interim report and creates a PDF file of the report.
  - Allows you to view and print the PDF from the report Interim Report main page.
  - Disables all the steps of Interim Report (for non-CDC users).
  - Changes 'Progress' entries in the current year to 'view only' if the date of the entry is within the first six months of the reporting period.
  - Creates a 'Previously Finalized Reports' section on the Interim Report main page, where you can see the finalized date and also view and print the report.
  - Enables Step 1 of the Annual Report for the current budget year.

## Viewing and Printing a Report

To view and print the finalized Interim Report, follow the 2 steps below:

1. In the 'Previously Finalized Reports' section (located beneath the list of steps), click on the ['View and Print Report'](#) link. The system displays a standard File Download window.
2. Click 'Open' to open the report, or click 'Save' to save the report to a location on your computer. (You can also save the report after you open it by clicking 'File' and then 'Save as' on the PDF.)

Interim Report - Finalized for submission to CDC Print Report

Process	Status
Step 1: Review Errors in Current Action Plan	
Step 2: Enter Report Narrative	
Step 3: Transfer Information	
Step 4: Review Errors in New Action Plan	
Step 5: <a href="#">Update Report Status</a>	Finalized for submission to CDC On 05/19/2012

**Previously Finalized Reports**

Finalized on: 05/29/2012 [View and Print Report](#)

Link to view and print the Interim Report

### Important Notes about Reports

- The MIS does **not** submit the Interim Report to CDC; you must manually submit the report according to CDC and PGO guidance.
- If your report is not finalized in the MIS by the report due date, the report will be locked down and marked as "Past Due". If this occurs, you must contact your project officer to unlock the report for editing.
- If your report has been finalized by mistake, you must contact your project officer for assistance.
- If your report has been finalized and is then reverted to DRAFT status for any corrections, both the original and the newly submitted report will be saved in the MIS, and both reports will be displayed in the 'Previously Finalized Reports' section.



- **The MIS does not submit the report. You need to print and submit the Interim Report to CDC according to CDC and PGO guidance.**
- **Please contact your Project Officer or Program Consultant if you have finalized the report in error.**

## Annual Report Instructions

In the 1<sup>st</sup> and 5<sup>th</sup> years of the FOA, the Annual Report section will be enabled regardless of the Interim report Status. In the 2<sup>nd</sup> through the 4<sup>th</sup> years, the Annual Report section will be disabled until the Interim Report is finalized.

To create the Annual Report:

- Navigate to the Reports tab and click on the Annual Reports link. The MIS will guide you through the 4 steps required to create the Annual Report:
  - Step 1: Review Errors in Current Action Plan
  - Step 2: Enter Narrative Report
  - Step 3: Transfer Information
  - Step 4: Update Report Status
- Each step must be completed in the order shown. Subsequent steps are not accessible until the current step is complete.
- Initially, the status of each step is set to 'Incomplete'. As you finish a step, the status is automatically changed to 'Complete.'
- To execute a step, click on its link.



The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, there is a section for '2011-2012 Reports' with a dropdown menu set to '2011-2012' and a 'Go' button. Below this, the 'Annual Report - DRAFT' section is visible. A note states: 'Note: Changes have been made to the 2011-2012 Funding Year that require you to review the information within each step of the report.' Below the note is a table with two columns: 'Process' and 'Status'.

Process	Status
<a href="#">Step 1: Review Errors in Current Action Plan</a>	Incomplete
<a href="#">Step 2: Enter Report Narrative</a>	Incomplete
<a href="#">Step 3: Transfer Information</a>	Incomplete
<a href="#">Step 4: Update Report Status</a>	DRAFT

Annotations in the image include:

- A yellow box labeled 'Link to Annual Report' with an arrow pointing to the 'Reports' tab in the navigation bar.
- A yellow box labeled 'Click the step's link to execute the step' with an arrow pointing to the link for 'Step 1: Review Errors in Current Action Plan'.
- A yellow box labeled 'Step Status' with an arrow pointing to the 'Status' column of the table.

## Step 1: Review Errors in Current Action Plan

- In Step 1, the MIS reviews the current Action Plan to check that information required for generating the Annual Report has been entered. The following information is required for the Annual Report:
  - Progress must be entered for each Project Period Objective
  - Progress must be entered for each Annual Objective for the second 6-months of the reporting period
  - At least one Activity must be entered for each Annual Objective
- The results of the system's Action Plan review are displayed:
  -  - Indicates information has been entered
  -  - Indicates information has not been entered
  - N/A - Indicates information is not required
- To enter missing information: click on the red '!' icon and the page for entering the missing activity or progress will be displayed in a 'pop-up' window over the 'Step 1: Review Errors in Current Action' Plan page.

System Admin | FOAs & Recipients | Technical Assistance | Program Information | Resources | Planning | Action Plan | Community Information | Reports | Search

Interim Report | Annual Report


2011-2012 Reports





Annual Report - DRAFT [Print this page](#)

**Step 1 of 4: Review Errors in Current Action Plan**

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Project Period Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered?
PPO: 1A - Increase the percent of Tobacco free parks to 100% by September 2016.		N/A
AO: 1.0 - Decrease the number of complaints for restrictions needed to 10 by September 2012.		
PPO: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016.		N/A
AO: No Annual Objectives entered.		

One or more Project Period Objectives highlighted above are missing Annual Objectives. Please check the "Continue" box below if you wish to continue without entering Annual Objectives, or [Return to the Action Plan](#)

☐ Continue without entering Annual Objectives

[Finish](#) [Finish later](#)

Click the red '!' icon to input missing information.

- Enter required information in the pop-up window and click 'Save.' The progress or activity entered will be saved in the current year's Action Plan.
- On the Review page, the red '!' icon will be replaced with a green '✓' icon.

CDC Home

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Chronic Disease MIS: Public Prevention Health Fund: National Dissemination and S

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Resources

Planning

Action Plan

Interim Report

Annual Report

2011-2012 Reports

Annual Report - DRAFT

Step 1 of 4: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print

- Each Project Period Objective must have at least one PROGRESS
- Each Annual Objective must have at least one PROGRESS
- Each Annual Objective must have at least one ACTIVITY

Select the icons below to add progress or activities. Once all corrections have been

Objectives

PPD: 1A - Increase the percent of Tobacco free parks to 100% by September 2016

AO: 1.0 - Decrease the number of complaints for restrictions needed to 10 by Sep

PPD: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016

AO: No Annual Objectives entered.

One or more Project Period Objectives highlighted above are missing Annual Objectives.

Add Item in Action Plan

Project Period Objective Progress

Add Project Period Objective Progress

Related Project Period Objective: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016.

Progress Period: Select one

Objective's Target Met: ☐ Yes ☐ No ☐ Ongoing

Current Measurement:  ☐ Unknown at this time

Describe Progress: 

Characters: 0 / Maximum: 5000

Facilitating Factors of Success:

ActionPlanItem\_Add.aspx?Control=3&PPOID=2934&ACID=0&ReportType=2

Finish Finish later

is required:

Progress Entered?

Activity Entered?

N/A

N/A

ing Annual Objectives, or Return to the Action Plan

Pop-up window to enter missing progress

Entire pop-up window

**Add Item in Action Plan**

**Project Period Objective Progress** \*Required

---

**Add Project Period Objective Progress**


Related Project Period Objective: **1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016.**

\* Progress Period:  ▼

\* Objective's Target Met: ☐ Yes ☐ No ☐ Ongoing


\* Current Measurement:  ☐ Unknown at this time

\* Describe Progress:


Characters: 0 / Maximum: 5000

\* Facilitating Factors of Success:


Characters: 0 / Maximum: 5000

\* Barriers/Issues Encountered:


Characters: 0 / Maximum: 5000

\* Plans to Overcome Barriers/Issues Encountered:

Characters: 0 / Maximum: 5000

Unanticipated Outcomes Resulting from the Objective:

Characters: 0 / Maximum: 5000

Click 'Save' after all information is entered.

## Missing Objectives Warning:


- Some programs require at least one Annual Objective for each Project Period Objective (PPO) entered in the Action Plan. The MIS checks for this condition and issues a warning message if it finds PPOs without Annual Objectives. Each PPO missing an Annual Objective is highlighted and a message with a check box to 'Continue without annual objectives' is displayed at the bottom of the page.
- If your program requires at least one Annual Objective for each PPO, **do not** check the 'Continue without Annual Objectives' check box. Instead, click the '[Return to the Action Plan](#)' link to go back to the Action Plan and enter an Annual Objective for the highlighted Project Period Objective. (Please refer to your program guidance to determine if this applies to you. If your Program guidance allows a PPO to be entered without an Annual Objective, click the checkbox to continue.)





Annual Report - DRAFT Print this page

Step 1 of 4: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Project Period Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered?
PPO: 1A - Increase the percent of Tobacco free parks to 100% by September 2016.		N/A
AO: 1.0 - Decrease the number of complaints for restrictions needed to 10 by September 2012.		
PPO: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016.		N/A
AO: No Annual Objectives entered.		

One or more Project Period Objectives highlighted above are missing Annual Objectives. Please check the 'Continue' box below if you wish to continue without entering Annual Objectives, or [Return to the Action Plan](#)

☒ Continue without entering Annual Objectives

Check this box if you don't need to add Annual Objectives for the highlighted Project Period Objectives. This will enable the 'Finish' button.

- When all errors have been corrected and all icons are green, the 'Finish' button will be enabled. (If the PPO without Annual Objectives warning is displayed, the 'Finish' button will not be enabled until the 'Continue without Annual Objectives' box is checked or at least one Annual Objective is entered for the PPO.)
- Click the 'Finish' button to complete Step 1. This enables Step 2.


- If you are not able to add all the required activities or progress, you can click the 'Finish Later' button to save your changes and return to Step 1 later.





**Annual Report - DRAFT** Print this page

**Step 1 of 4: Review Errors in Current Action Plan**

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Project Period Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered?
PPO: 1A - Increase the percent of Tobacco free parks to 100% by September 2016.		N/A
AO: 1.0 - Decrease the number of complaints for restrictions needed to 10 by September 2012.		
PPO: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016.		N/A
AO: No Annual Objectives entered.		

One or more Project Period Objectives highlighted above are missing Annual Objectives. Please check the 'Continue' box below if you wish to continue without entering Annual Objectives, or Return to the Action Plan

☒ Continue without entering Annual Objectives

Click the 'Finish' button to complete Step 1

If you need to add more required information, but want to save your changes thus far, click 'Finish Later'

## Step 2: Enter Narrative Report

In Step 2, complete the field 'During the reporting period, please describe the most significant accomplishments including collaboration across other chronic disease programs (such as leveraged resources)' by describing in detail the most significant accomplishments by your program, how they were achieved, other chronic programs with whom you collaborated, etc.

Maximum text is 10,000 characters or about 2,000 words. You may enter information directly in the text box, or cut and paste information from another application such as Microsoft Word.

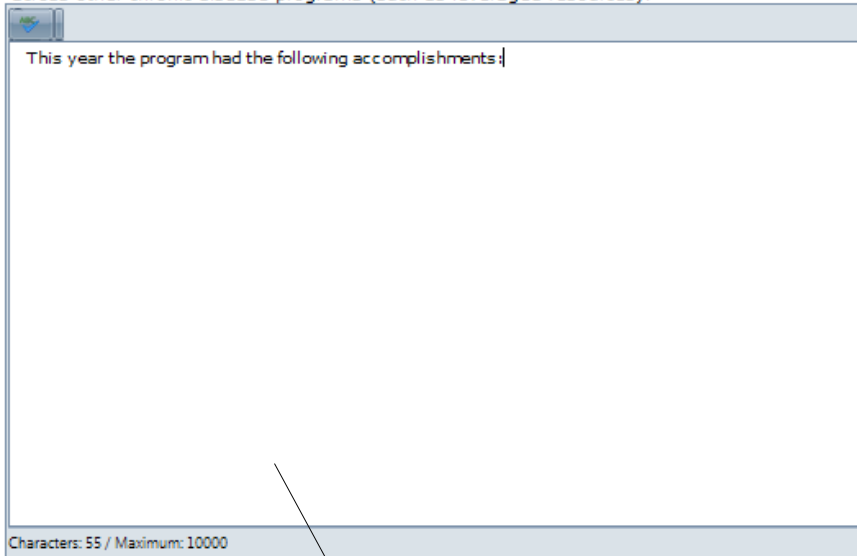
To complete Step 2 of the Interim Report process:

1. Click on the 'Step 2: Enter Report Narrative' link. The system displays the 'Step 2 of 4: Enter Report Narrative' page.
2. Enter the information about your program's most significant accomplishments for the second 6 months of the reporting year, including collaboration across other chronic disease programs. (Note: the 'Save' button is disabled when the narrative field is blank and becomes enabled when text is entered.)
3. When finished entering information, click 'Save'. The system saves the narrative report, marks Step 2 as Complete, and enables the link for 'Step 3: Transfer Information'.  
 Note: You can update the narrative report in Step 2 as often as necessary until the Annual Report is finalized in Step 4.

**Annual Report - DRAFT**

**Step 2 of 4: Enter Report Narrative**

\*During the reporting period, please describe the most significant accomplishments including collaboration across other chronic disease programs (such as leveraged resources):



This year the program had the following accomplishments;

Characters: 55 / Maximum: 10000

Enter narrative report information.

Maximum is 10,000 characters, about 2,000 words.

When finished, click 'Save'.

### Step 3: Transfer Information

In Step 3 of the *Interim* Report process, the information from the current budget year was transferred to the upcoming year. The Annual Report transfer process checks for new information that might have been added since the Interim report was finalized, so that only new information will be transferred in this step.

- Click the link to execute Step 3.
- The Action Plan items selected for transfer will be displayed. Click the '[View All for YYYY-YYYY](#)' link to see an expanded list of information that will be transferred from the Personnel, Partners, Contract/Consultant and Action Plan sections.
- Items that were transferred during the Interim Report Process, will be marked as checked in the 'Transfer' column and display the previously transferred date. These items will not be transferred again.
- Click the 'Transfer' button to have the selected items transferred to the upcoming budget year. The status of Step-3 will be changed to 'Complete' and Step-4 will be enabled. You may uncheck Action Plan items selected for transfer if you do not want them transferred to the upcoming year.
- If you add new information to the Action Plan after executing the Transfer step, the MIS will reset Step 1 to 'Incomplete', however, the status of Step 2 will remain 'Complete'. You will need to rerun both Step 1 and 'Transfer' again before proceeding to Step 4.
- To complete the transfer Step, click the 'Transfer' button at the bottom of the page.
- If you are *not* ready to complete the transfer step, click the 'Cancel' button to return to the Annual Report main page.
- You may uncheck Action Plan items selected for transfer if you do not want them transferred to the upcoming year. However, you must uncheck all associated Activities before you can uncheck an Annual Objective, and if you check an Annual Objective Activity, the Annual Objective will also become checked.

2011-2012 Action Plan | [View All for 2011-2012](#)

Objectives & Activities	Transfer	Date Transferred
<b>PPO: 1</b> - Increase the number of infrastructure communications components supporting CTG activities from 0 to 10 by September 2016.	<input checked="" type="checkbox"/>	10/11/2012
<b>AO: 1.1</b> - Increase the percent of the public exposed to messages about community needs and CTG planned efforts and achievements of adults 18+ in the 12 intensive counties from 1% to 15% by September 2013.	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.1</b> - Baseline public opinion polling	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.2</b> - Local Presentations	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.3</b> - CA Broadcasters Association	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.4</b> - Local media	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.5</b> - Community events	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.6</b> - Targeted communications and trainings	<input checked="" type="checkbox"/>	
<b>ACT: 1.1.7</b> - Statewide CTG presentations/presence	<input checked="" type="checkbox"/>	
<b>AO: 1.2</b> - Increase the number of partners exposed to messages about community needs and CTG planned efforts in the 12 intensive counties from 24 to 48 by September 2013.	<input checked="" type="checkbox"/>	
<b>ACT: 1.2.1</b> - CDSMP webinar	<input checked="" type="checkbox"/>	
<b>ACT: 1.2.2</b> - Logic Modeling webinar & TA	<input checked="" type="checkbox"/>	
<b>ACT: 1.2.3</b> - MUH Webinar	<input checked="" type="checkbox"/>	

Click the green checkbox to prevent the activity or objective from being transferred to the upcoming year

**Personnel Transfer**

Note: The personnel members listed below are marked for transfer as they have a Personnel Status of "Active". To update status, visit the Personnel section in the Program Information tab.

Name	Position	Position Status	Personnel Status	Transfer	Date Transferred
Olson, John	Business/Financial Official	Filled	Active	<input checked="" type="checkbox"/>	11/04/2010
	Policy Analyst	Vacant		<input checked="" type="checkbox"/>	

**Partners Transfer**

Note: The partners listed below are marked for transfer as they have a Partner Status of "Active". Any "Inactive" Partners will NOT be transferred. To update status, visit the Partners section in the Resources tab.

Organization Name	Partner Status	Transfer	Date Transferred
Arizona Minority Health	Active	<input checked="" type="checkbox"/>	11/05/2010
Pacific Islands Cancer Society	Active	<input checked="" type="checkbox"/>	11/05/2010

**Contractor/Consultants Transfer**

Note: The contractors/consultants listed below are marked for transfer as they have a Status of "Active". Any "Inactive" contractors/consultants will NOT be transferred. To update status, visit the Contractors/Consultants section in the Resources Tab.

Organization Name	Primary Role	Contract Status	Organization Status	Transfer	Date Transferred
Portland Evaluation Services	Evaluation	Awarded	Active	<input checked="" type="checkbox"/>	11/01/2010
Maine Media Relations Alliance	Other - 123	Not Awarded	Active	<input checked="" type="checkbox"/>	11/01/2010
The Geek Squad	Other - Technical Services	Not Awarded	Active	<input checked="" type="checkbox"/>	11/01/2010

**2010-2011 Action Plan**

Objectives & Activities	Transfer	Date Transferred
<b>PPO:</b> Decrease the number of unreported cases from 23 to 45 by June 2012.	<input checked="" type="checkbox"/>	11/01/2010
<b>AO:</b> Decrease the number of unreported tests from 15 to 15 by June 2011.	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> Alison DB test	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> DB TEST	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> Dee's Second DB Test	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> denise	<input checked="" type="checkbox"/>	11/05/2010
<b>AO:</b> Increase the percent of methods to 20% by June 2011.	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> Dee test DB	<input checked="" type="checkbox"/>	11/05/2010
<b>ACT:</b> test act 1	<input checked="" type="checkbox"/>	11/05/2010
<b>PPO:</b> Increase the percent of women 30-40 years old with a baseline mamogram from 20% to 25% by June 2012.	<input checked="" type="checkbox"/>	11/05/2010

Transfer

Cancel

**Note**

Project Period Objective (PPO) **Progress** and Annual Objective **Progress** cannot be transferred to the upcoming year. Progress must be entered on an annual basis; entered at least once for each PPO, and entered twice for each Annual Objective.

## Step 4: Update Report Status

- Step 4 allows you to finalize the Annual Report.
- Click on the link to execute Step 4. The 'Step 4 of 4: Update Report Status' page will be displayed.
- Before you finalize the Annual Report, the report status will automatically display 'Draft.' You can view a draft of the report at any time by clicking on the 'Print Report' link at the top right of the report main page.

Annual Report - DRAFT

Process	Status
Step 1: Review Errors in Current Action Plan	Complete
Step 2: Enter Report Narrative	Incomplete
Step 3: Transfer Information	Incomplete
Step 4: Update Report Status	DRAFT

[Print Report](#)

## Finalizing the Annual Report

To finalize the Annual Report, you must complete Step 4 of the Annual Report process:

1. Click on the Step 4 link.
2. In the Report Status field, select the 'Finalized for submission to CDC' option.
3. Enter the submission date into the text box in the format MM/DD/YYYY. (You can also click the calendar icon to select a date.) This field is required.
4. Click the 'Save' button. (Note: The 'Save' button only saves the selected 'Report Status', it does NOT finalize the report.)

Annual Report - DRAFT

Step 4 of 4: Update Report Status

\*Report Status:

☐ Draft

☒ Finalized for submission to CDC

You can also click on the calendar to select a date.

To finalize the report, select the option: 'Finalized for submission to CDC'.

You must also enter the date finalized.

Click 'Save' when you are finished entering the date.

5. After you click the 'Save' button you will be prompted to confirm changing the report status from 'Draft' to 'Finalized'.
- Click the **'Yes'** button to complete the finalization process. The report status will be updated to 'Finalized' and the submission date will be entered. A link to view and print the finalized Annual Report will be displayed on the report main page.
  - Click **'No'** to cancel the report finalization and return to the 'Update Report Status' page where the report status will change back to 'Draft'.

**Annual Report - DRAFT**

**Step 4 of 4: Update Report Status**

Are you sure you wish to change the Progress Report status to "Finalized for submission to the CDC"?

Click 'Yes' to finalize the report and complete Step 4

6. After you click 'Yes' on the confirmation message, the system saves the finalized status and the submission date you entered. The system also does the following:
- Saves the Annual Report and creates a PDF file of the report.
  - Allows you to view and print the PDF from the Annual Report main page.
  - Disables all steps of Annual Report (for non-CDC users).
  - Changes all information in the current year to "view only," (i.e., *Add*, *Edit*, and *Delete* links are no longer available in the current year).
  - Creates a 'Previously Finalized Reports' section on the Annual Report main page, where you can see the finalized date and also view and print the report.
  - Enables Step 1 of the Interim Report for the upcoming budget year.
  - *Note:* for those FOA's that require that each Project Period Objective have at least one associated Annual Objective, if a Project Period Objective does not have an Annual Objective, the system will not save the report.



**Note**

- The MIS does **not** submit the Annual Report. You need to print and submit the Annual Report to CDC according to CDC and PGO guidance.
- Please contact your Project Officer or Program Consultant if you have finalized the report in error.

## Viewing and Printing a Report

To view and print a finalized Annual Report, follow the steps below:

1. If you have just generated the finalized report, check the report status by clicking My Reports at the top right of the Reports page. When the report is ready, click “Clear this request” in the My Reports pop-up window to refresh the Reports page.
2. In the ‘Finalized Reports’ section (located beneath the list of steps), click the [‘View and Print Report’](#) link. The system displays a standard File Download window.
3. Click ‘Open’ to open the report, or click ‘Save’ to save the report to a location on your computer. (You can also save the report after you open it by clicking ‘File’ and then ‘Save as’ on the PDF.)

The screenshot shows the '2012-2013 Reports' section. At the top, there is a 'Year:' dropdown menu set to '2012-2013' and a 'Go' button. Below this, the text 'Interim Report - Finalized for submission to CDC' is displayed, along with a 'Print Report' icon. A table with two columns, 'Process' and 'Status', lists five steps: Step 1: Review Errors in Current Action Plan, Step 2: Enter Report Narrative, Step 3: Transfer Information, Step 4: Review Errors in New Action Plan, and Step 5: Update Report Status. A yellow callout box points to the 'Update Report Status' link, stating 'Link to view and print Annual Report'. Below the table, the 'Finalized Report' section shows 'Finalized on: 11/13/2012' and a 'View and Print Report' link.

### Important Notes about the Reports

- The MIS does not submit the Annual Report to CDC; you must manually submit the report according to CDC and PGO guidance.
- If your report is not finalized in the MIS by the report due date, the report will be locked down and marked as “Past Due”. If this occurs, you must contact your Project Officer to unlock the report for editing.
- If your report has been finalized by mistake, you must contact your Project Officer for assistance.
- If your report has been finalized and is then reverted to DRAFT status for any corrections, both the original and the newly submitted report will be saved in the MIS, and both reports will be displayed in the ‘Previously Finalized Reports’ section.



- **Remember to Print and Manually Submit the Annual Report to CDC according to CDC and PGO guidance.**
- **Please contact your Project Officer or Program Consultant if you have finalized the Annual Report in error.**
- **Finalizing the Annual Report will close out the current budget year. You may view the information for the closed year in the MIS, but will not be able to change any data.**